General Overview of LRPss
NIH Loan Repayment Programs (LRPs) are a **vital component** in our nation's effort to keep health professionals in research careers.

**Here’s how it works:**

**YOU:** Commit to perform research for 2 years

**NIH:** Repays up to **$35,000/year** of your qualified educational debt **and** covers resulting Federal taxes (39%)

**Outcome:** Increase in nation’s stock of biomedical research scientists
Description of LRPs
### 5 Extramural NIH LRPs:
For individuals conducting research at non-profit Institutions

<table>
<thead>
<tr>
<th>Program</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Clinical Research</strong></td>
<td>Patient-oriented research conducted with human subjects or materials of human origin (including cognitive phenomenon) on the causes and consequences of disease in humans</td>
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<tr>
<td><strong>Pediatric Research</strong></td>
<td>Research related to diseases or disorders in children</td>
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<tr>
<td></td>
<td>Basic research allowed</td>
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<tr>
<td><strong>Contraception &amp; Infertility Research</strong></td>
<td>Research focusing on conditions impacting ability to conceive or bear children</td>
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<td></td>
<td>Applications reviewed by <em>Eunice Kennedy Shriver NICHD</em></td>
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<tr>
<td><strong>Health Disparities Research</strong></td>
<td>Research focusing on minority and other health disparity populations</td>
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<td></td>
<td>Basic, clinical, social and behavioral research allowed</td>
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<tr>
<td></td>
<td>Applications reviewed by NIMHD</td>
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<tr>
<td><strong>Clinical Research DB</strong></td>
<td>Same as Clinical Research LRP</td>
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<tr>
<td></td>
<td>Available to clinical researchers from verifiable disadvantaged backgrounds</td>
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<td></td>
<td>Reviewed by NIMHD</td>
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</table>
Basic Eligibility
Basic LRP Eligibility Criteria

Extramural

Doctoral Degree
- M.D., Ph.D., or equivalent
- Exception: Contraception & Infertility Research LRP

Research Funding
- Domestic nonprofit, university, or government organization; NIH grant support NOT required

Citizenship
- U.S. Citizen or permanent resident

Educational Loan Debt
- At least 20% of applicant's annual income

Research Time
- At least 20 hours/week
Get Ahead of the Curve, Start Now!

1. Contact your lender to get specific loan information (including account numbers and amounts owed)
2. Read LRP website, published notices and determine which NIH LRP is the right one for you
3. Talk to an NIH LRP Program Officer/Liaison
4. Talk to your mentor and potential recommender about your interest in applying for the NIH Loan Repayment Program
5. Make sure you have an eRA Commons ID

**Deadline = November 15th!**
Preparing for Your LRP Application

As a part of your application, you will need to submit:

- Biosketch
- Personal Statement – (e.g., career goals)
- Training/Mentoring Plan (mentored researcher) or Career Development Plan (independent researcher) – (e.g., research methods and scientific techniques to be learned)
- Research Activities Statement – (e.g., current or proposed research)
- Research Environment Statement
- Research Accomplishments (Renewal Applicants Only)

*Please confer with your mentor/supervisor on the development of these items; they will be asked to concur with this information; see the LRP site for more information on each statement*
LRP Application General Navigation
Essential First Steps

Registration

Before starting an application, prospective applicants must register for an LRP login account using a preferred email address and a unique password. A security question and answer will also be established during the registration process. An email confirmation will be sent shortly after the registration process is complete. Registration must be completed during the open application period. Please review the Application Periods. Registration completed at other times will be invalidated.

Type of Award

The LRP awards have two broad types of awards: First awards, called New Awards, and subsequent awards, called Renewal Awards.

New Award: If a prospective applicant has never received an LRP award, apply for a New Award.

Renewal Award: If a prospective applicant has received at least one prior LRP award, apply for a Renewal Award.

Did You Select the Wrong User Type?

Use our guide to find the best place to start on our website.

Start Your 2017 LRP Application Now!

Already an Applicant?

Login Here
Because the system is new, all users (applicants, mentors, referees/recommenders & IBOs) will need to log in via one of these portals:
1. Commons ID
2. NIH ID
3. Open ID (Google account)
After login, all users are navigated to the Basic Personal Information screen. This only occurs the first time you log in.
Once the Basic Personal Information form is submitted, users are navigated to the screen where he/she can select their appropriate role.
The portal top navigation options are available for users based on their role(s) in OAS.

If individual assigned to an applicant role only, the “Applicant” tab is displayed.
1. The Dashboard is a default screen for OAS applicants.
2. Previously saved and submitted applications should be available in the grid.
3. Start a New Application option.
Extramural applicants complete application “pre-selection” information before system navigates inside of the application:

- Award Type
- Program Type
- Award Length
- Program
- Mentored/Independent Researcher
- Preferred IC/Not Preferred IC (available for clinical and pediatric extramural applicants only)
1. Users are also prompted to provide answers to basic eligibility questions
   - Questions dependent on selected LRP
2. Statement of understanding (mandatory for all applicants).
3. Submit or Cancel completed form options.

### Eligibility Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Are you a U.S. citizen, U.S. national, or permanent resident of the U.S.? (if no) Will you be a U.S. citizen, U.S. national, or permanent resident of the U.S. by the contract start date?</td>
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<tr>
<td>2) Do you possess an M.D., Ph.D., Pharm.D., Psy.D., D.V.M., D.M.D., D.P.M., D.Ph., N.D., O.D., or equivalent doctoral degree from an accredited institution?</td>
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<td>3) Will you conduct qualifying research for an average of at least 20 hours per week over the course of each quarter (3 months) for the entire contract period?</td>
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<td>4) Do you receive any research funding support or salary from a for-profit institution or organization?</td>
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<tr>
<td>5) Are you employed for more than 20 hours per week (5/8 or greater) by a U.S. Government agency such as the NIH, CDC, DOD, or the Veteran's Administration?</td>
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<tr>
<td>6) Are you currently on a fellowship supported in whole or in part by a U.S. Government agency such as the NIH, CDC, DOD, or the Veteran's Administration?</td>
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<tr>
<td>7) Do you or did you have a judgment lien arising from a federal debt?</td>
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<tr>
<td>8) Do you owe a service obligation to another program?</td>
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<tr>
<td>9) Do you have total qualifying educational debt equal to, or in excess of, 20 percent of your institutional base salary? (e.g., more than $10,000 debt with $50,000 annual salary)</td>
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<td></td>
</tr>
<tr>
<td>10) Are all of the loans you will be entering on your application from a U.S. government entity, accredited U.S. academic institution, and/or qualified U.S. commercial educational lender?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11) Have you ever defaulted on an educational loan or are you currently delinquent (more than 90 days past due) on an educational loan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12) Are your loans consolidated with another individual, such as a spouse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13) Are you an individual from a disadvantaged background? Note: You will be asked to certify your disadvantaged background status (link/popup) in your application.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- I understand that completing this questionnaire is not a guarantee of eligibility for the program, and that my eligibility will be further assessed throughout the process.
- I understand that the NIH Loan Repayment Programs are competitive, and the submission of an LRP application does not guarantee an award. I understand that only designated agents of the U.S. Department of Health and Human Services/National Institutes can make commitments for the LRP awards.

[Submit] [Cancel]
1. All sections of the application are displayed in tabbed format (application menu bar) at the top of the page.

2. Status of completion for each page indicated as follows:
   - If form is complete, the green icon displayed next to it.
   - If form is not complete, the red icon displayed next to it.
1. The filter menu bar displays on every screen directly in the application.
2. Users are able to change general selections made during registration such as LRP, Award Type etc.
3. Applicants need to click on “Update” button to save the new selection(s) or “Cancel” if no changes should be saved.
4. The filter menu bar is collapsible and users can hide it if necessary by clicking on the arrow.
The Personal Information form contains vital information necessary for LRP application completion as:
1. Applicant Name(s)
2. Contact Information (email(s), address and phone number(s))
3. SSN
4. DOB
5. NIH Commons ID is required starting 2016
6. List of voluntary disclosures (as applicant race, gender, etc.)
7. Options to:
   - Save
   - Submit (option is disabled until the entire application is complete)
   - Cancel
1. Employment form is required for all applicants.
2. Organization section contains information about current employer.
3. Supervisor section contains contact info of applicant's research supervisor, mentor and prior mentor (if applicable).
4. Academic Affiliation.
5. Institutional Business Official.
6. Options to:
   - Save
   - Cancel
Under Education and Training tab, applicants provide information about their:
1. Education and Training
2. Postdoctoral fellowship(s) (if applicable)
3. Options to save or cancel.
1. To add education information, applicants click on “Add New Entry” button.
2. After clicking the option, a new pop-up form is displayed. Here users can enter required details about their education and save it.
3. System allows applicants to view, edit and delete provided information by using action menu available next to every record.
Under “Funding Information” tab, extramural applicants are required to provide information about their funding sources:

1. Salary
2. Any NIH Grant Support
3. Other Government Funding (not from NIH)
4. Or Non-Profit Research Funding (not from NIH)
1. To add any research funding information, applicants click on “Add New Entry” button available at the top of every funding source section.
2. After clicking the button, a new pop-up form should be displayed. Here users can enter required details about selected funding source and save it.
3. System allows applicants to view, edit and delete provided information by using action menu available next to every record in the grid on default Research Funding screen.
Under "Research Information" tab, applicants upload the following documents:
1. Research Project/Activities
2. Personal Statement
3. Training/Career Development Plan
4. Research Environment
5. NIH Biosketch
6. Research Accomplishments (Renewal Applicants Only)
1. To add new recommenders’ name and contact information, applicants can click on “Add New Entry” button available at the top Recommendations section.

2. After clicking the button, a new pop-up form will be displayed. Here users can enter required recommender contact information and save.

3. System allows applicants to view, edit and delete provided information by using action menu.
Qualifying Loans

**NIH WILL Repay:**
- Educational loans backed by the U.S. government
- Educational loans from accredited U.S. academic institutions and commercial lenders

**NIH Will NOT Repay:**
- Non-educational loans (e.g. home equity loans)
- PLUS loans to parents
  - *EXCEPTION:* PLUS loans disbursed to graduate and professional students on or after July 1, 2006, qualify for LRP repayment
- Loans from non-US governments or institutions
- Loans converted to a service obligation, delinquent or in default
- Loans consolidated with another individual (e.g. spouse or child)
- Loans of full-time Federal government employees or VA Fellows
Only new Applicants are required to enter detailed information about their loan(s).
**LOAN INFORMATION TAB (CONT.)**

**Loan Information**

<table>
<thead>
<tr>
<th>Loan Account Number</th>
<th>Name of Lending Institution/Servicing Agent</th>
<th>Loan Type</th>
<th>Current Balance</th>
<th>Loan Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Navient</td>
<td>Stafford Loan</td>
<td>$100,000.00</td>
<td>Deferment</td>
<td></td>
</tr>
</tbody>
</table>

1. To add new loan, applicants should click on “Add New Entry” button available at the top Loan Info data grid.
2. After clicking on the option, a new pop-up form will be displayed. Here users can enter required details and save.
3. System allows applicants to view, edit and delete provided information by using action menu available.
Applicants are **required to print and then manually sign** a list of certifications under ‘Submit Application’ tab before application can be submitted. **This document can then be uploaded and submitted electronically** via the Application Status Tab.
SUBMIT APPLICATION TAB (CONT.)

IC Preference

<table>
<thead>
<tr>
<th>Preferred IC</th>
<th>Select Institute or Center (IC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred IC (secondary choice)</td>
<td>Select Institute or Center (IC)</td>
</tr>
<tr>
<td>Not Preferred IC</td>
<td>Select Institute or Center (IC)</td>
</tr>
</tbody>
</table>

Applicants can double check the IC Preference (if one was selected). Click “Save” and the tab will have ▼. The “SUBMIT” button should turn blue if all the required information is enter and save; press the “SUBMIT” button to submit entire application.
LRP Applicants can review status regarding submitted forms, print application and their LRP contract under Application Status tab.
If individual assigned to a multiple roles (e.g. Applicant/Recommender/Mentor), system will display all applicable tabs in the top navigation panel.
Referee/Recommender Portal
1. Referees/Recommenders can view the list of applicant requests (including application status) in data grid on their dashboards.

2. To upload reference letter for a particular applicant, Referee/Recommender should select “Edit” option available in the action menu.
1. Referee/Recommender will upload reference letter using “Browse” option. Option to replace previously uploaded file is available for every document users upload.
2. To review uploaded documents, user can use “View Document” option.
3. Referee/Recommender is allowed to save, submit or cancel complete form.
Mentor Portal
Mentors have an ability to view the list of applicants requests (including application status) in data grid on their dashboards.

To concur/not concur with information submitted by applicant, mentor should select “Edit” option available in the action menu.
1. Once Mentor selects an applicant name, system will display applicant’s identifying information (name, LRP, etc.)
2. The list of research forms/documents that should be reviewed by Mentor are found here.
3. **Mentor will need to upload NIH Biosketch(s) for themselves or anyone else helping to support the applicant.**
4. Certify required Mentor’s Assurances.
5. Mentor is allowed to save, submit or cancel completed form.
Institutional Business Official (IBO) Portal
1. IBOs will have an ability to view the list of applicant requests (including application status) in data grid on their dashboards.

2. To provide /complete required certification for a particular applicant, IBOs should select “Edit” option available in the action menu.
1. Once IBO selected name in the grid, system will display applicant's identifying information (name, LRP, etc.).
2. Section where IBO will provide the information about applicant's salary.
3. Complete certifications for protected research time and resources.
The Application Review Process
Extramural LRP Application Cycle Timeline

- Sept 1 – Nov 15: Application Cycle Open
- Nov 15: Application, Colleague, and IBO Deadline
- Feb - May: Application Peer Review
- May - June: Financial Vetting
- Mid-July-August: Final Funding Decisions
- Oct: 1st Lender Payments

Quarterly verifications required for future payments.

Selected applications:
- DLR
- CSR
- NIH IC
- Peer Review
- NIH IC
Tips for Writing A Competitive Application
Tips for Writing a Competitive LRP Application

These tips will help you strengthen your application

• Know the funding priorities of the NIH Institute or Center that will review your application

• Effectively demonstrate your qualifications and commitment to research.

• Describe resources and support thoroughly.

• Write a strong research plan.

• Provide strong reference letters.

**To download this complete document, visit http://www.lrp.nih.gov/writing-lrp-application**
What Are Reviewers Looking For?

Reviewers evaluate applicant’s potential to succeed in a research career by rating:

- Applicant’s previous training and research experience
- Applicant’s commitment to a research career
- Strength and quality of letters of recommendation
- Quality and appropriateness of the research environment
- Research progress (for Renewal applications only)
Common Mistakes to Avoid

The following conditions often weaken an applicant’s competitiveness

- Weak or lukewarm recommendation letters
- Questionable research commitment
- Mediocre research plan
- Rushed application
- Inadequate research environment
- Slim publication record
Important Things To Remember and Wrap Up
Applicant Checklist

Before Submitting the Application

- Reach out to the NIH LRP Program Officers and liaisons.
- Develop a timeline for completion and start early.
- Review the NIH LRP ‘Tips for Writing a Competitive LRP Application’ document
- Determine and clearly indicate whether you are a principal investigator. If not, designate a mentor.
- Carefully review your application before submitting. If you find errors that you cannot fix, contact the LRP Information Center as soon as possible.

After Submitting the Application – Keep Track of Your Application Status

- Ensure all online forms are complete -- including forms from your mentor, recommenders and institutional contact.
- Mail your contract and fax or upload your online certification and citizenship forms.
- Keep your e-mail address current.
- Contact the LRP Information Center if you need to make major updates (e.g. change your institution or research project) as soon as possible.
Questions Asked by You!

1. Are there funded applications we can use for reference?
2. Who should I contact if I don’t know if I’m a mentored research scientist or an independent researcher?
3. Where can I get an eRA Commons ID?
4. Which loans will the LRP repay?
5. Do figures, graphs, legends, etc. count toward the character count?
6. Do renewal applicants have to meet the 20% debt to income ratio?
7. Who should I pick as my Institutional Business Official?
8. How many projects should I focus on in my Research Activities?
9. What documents do my Mentor, Recommenders and Institutional Contact submit?
10. How many years of funded research must you have in order to be eligible?
11. How do I find out more information about my application if it isn’t selected for funding?
12. I have a gap between my first LRP award and my current application. Do I need to submit a new or renewal application?
Contact LRP

Website:  www.lrp.nih.gov
Phone:  866-849-4046 (9am to 5pm, EST)
Email Inquiries:  lrp@nih.gov
Facebook:  www.facebook.com/nihlrp
Twitter:  @NIH_LRP
THANK YOU!