



Electronic Research Administration
A program of the National Institutes of Health



National Institutes of Health
Office of Extramural Research

Loan Repayment Program User Guide

June 09, 2022



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Phone: 301-402-7469

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Web: <https://grants.nih.gov/support> (Preferred method of contact)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

For eligibility questions or general information about the LRP, contact the LRP Information Center:

Toll-free: 1-866-849-4047

Web: <https://www.lrp.nih.gov/contact-engage>

Email: lrp@nih.gov

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1 Latest Updates

1.1 March 30, 2022

Added directions for uploading financial documents via Status module in response being selected by an IC (financial vetting); see [Financial Documents for LRP- Uploading and Viewing](#).

1.2 February 3, 2022

New language was added to the description of roles, emphasizing that LRP applicants and institutional business officials need Commons roles to successfully participate in the Loan Repayment Program (LRP). See [Who Participates in the Extramural LRP Application Process?](#) and [Who Participates in the Intramural LRP Application Process?](#).

1.3 January 12, 2022

A new section and link were added to the Personal Profile in eRA Commons to enable submission of banking information. This new Secure Payee Registration link is visible only for LRP applicants who were initially selected for LRP funding and for LRP participants eligible for reimbursement. See [Submitting Banking Information](#).

Descriptions were added for the calculations methods for contract dates for [intramural](#)¹ applicants; see [Contract Date Calculations](#) (new applications) and [Contract Date Calculations](#) (renewal applications).

1.4 December 15, 2021

LRP help has been updated with separate instructions for [intramural](#)² vs [extramural](#)³ LRP applicants (previously, LRP help contained [extramural](#)⁴ instructions only.) Also, there is a new section for IC Coordinators, who perform certifications for intramural LRP applicants. See [Who Participates in the Intramural LRP Application Process?](#).

1.5 August 25, 2021

Initial LRP User Help Released.

¹Employed inside NIH

²Employed inside NIH

³employed outside NIH

⁴employed outside NIH

2 Overview of Loan Repayment Program Help

The NIH Loan Repayment Programs (LRP) are a set of programs designed to recruit and retain highly qualified health professionals into biomedical or biobehavioral research careers. The escalating costs of advanced education and training in medicine and clinical specialties are forcing some scientists to abandon their research careers for higher-paying private industry or private practice careers. The LRPs counteract that financial pressure by repaying up to \$50,000 annually of a researcher's qualified educational debt in return for a commitment to engage in NIH mission-relevant research.

This guide contains instructions for completing and submitting a Loan Repayment Program (LRP) application. Because the intramural (researchers employed by NIH) and extramural (researchers not employed by NIH) LRP programs are different, there are sections for both types of help.

Extramural¹ help provides instructions for:

- The non-NIH applicant to use ASSIST to complete and submit an LRP application.
- The applicant's institutional business official (IBO) to use the IBO Portal to certify and verify the applicant.
- Mentors and referees to submit reference letters on the applicant's behalf.

See *[Who Participates in the Extramural LRP Application Process?](#)*

Intramural² help provides instructions for:

- The NIH-employed applicant to use ASSIST to complete and submit an LRP application.
- The applicant's IC Coordinator to use the IC Coordinator Portal to certify and verify the applicant.
- Mentors and referees to submit reference letters on the applicant's behalf.

See *[Who Participates in the Intramural LRP Application Process?](#)*

This guide does NOT provide policy guidance or details regarding data-entry fields on the LRP application screens; for that type of guidance, see the intramural and extramural guides, which can be downloaded from this page: [LRP Application Instruction Guide](https://www.lrp.nih.gov/lrp-application-instruction-guide). (<https://www.lrp.nih.gov/lrp-application-instruction-guide>)

¹employed outside NIH

²Employed inside NIH

The [LRP website](#) is an excellent source of information about all aspects of the LRP program. If you are a first time visitor to the site, see [First Time Visitors](https://www.lrp.nih.gov/first-time-visitors) (https://www.lrp.nih.gov/first-time-visitors) for a guide to relevant sections of the website based on your role.

2.1 Who Participates in the Extramural LRP Application Process?

The persons listed below use ASSIST or eRA Commons to participate in the process for submitting an LRP application. Persons with the following roles have other responsibilities outside the submission process, but this guide deals only with tasks that these persons perform within eRA Commons and ASSIST. The persons involved in the eRA Commons and ASSIST LRP application process are:

LRP applicant. Person who applies for an [extramural](#)¹ LRP award using ASSIST. This person must have an eRA Commons account and be assigned a PD/PI (program director/principal investigator) role. See the [eligibility information on the LRP website](https://www.lrp.nih.gov/eligibility-programs/). (https://www.lrp.nih.gov/eligibility-programs/)

NOTE: There has been some reluctance in applicant organizations to create eRA Commons accounts with the PI role for research fellows or LRP applicants. We would like to clarify that designating the PI role in the eRA Commons for an individual does not bestow on them any special status. It is merely the name of the role within the electronic system that provides the administrative authority needed to see pertinent information regarding an application (e.g., status of supporting documents, IC assignment, etc.).

Referees. Persons who submit a reference letter in support of the LRP applicant; see [Referees/Recommenders](#). No Commons account required. (https://www.lrp.nih.gov/referees-recommenders)

Mentor (for mentored research scientists only). Person who submits a reference letter and provides a NIH-formatted biosketch to the applicant; see [Research Supervisors / Mentors](#). (https://www.lrp.nih.gov/research-supervisors-mentors) No Commons account required.

Institutional business official (IBO). Person from the LRP applicant's research institution who uses the IBO Portal to certify key facts about the applicant in an official capacity; see [Institutional Business Officials](#). (https://www.lrp.nih.gov/institutional-business-officials) This person must have an eRA Commons account and be assigned the role of business official (BO).

NOTE: There has been some reluctance in applicant organizations to create eRA Commons accounts with the BO role for actions associated with LRP. We would like to clarify that designating the BO role in the eRA Commons for an individual does not bestow on them any special status. It is merely the name of the role within the electronic system that provides them with

¹employed outside NIH

the administrative authority needed to certify key facts about the applicant in an official capacity (e.g., the applicant's salary, U.S. citizenship, etc.).

2.1.1 How the Participants Use eRA Commons and ASSIST

Once an application is in progress, some participants below receive timely reminder emails. For instance, the IBO gets reminder emails to certify the initial application as well as later reminders to verify salary. The LRP applicant gets reminder emails if the referees or IBO has not submitted required documents or certifications.

1. [Extramural](#)¹ LRP applicant uses ASSIST to [initiate an LRP application](#), which is a series of forms that collect information upon which the application can be evaluated. Information collected includes the contact information for the applicant's mentor (if the applicant is a mentored research scientist) and institutional business official (IBO); see [Colleague Information](#).
2. For mentored applicants, the mentor receives an email from NIH LRP program requesting submission of a reference letter; see [Mentor - Submitting a Reference Letter for LRP Applicant](#). Before the application submission deadline, the mentor must submit a reference letter using eRA Commons (mentor does not need to log in to eRA Commons). The mentor should also send an NIH-formatted biosketch to the applicant, as the applicant must upload it to the application.
3. The IBO receives an email from the LRP program requesting certification of applicant information; see [Overview of LRP IBO Portal](#). Before the application submission deadline, the IBO must complete the certification.
4. After initiating, but before submitting, the application, the LRP applicant should contact their referees and ask them to submit reference letters; see [For Extramural LRP Applicant: Reference Letters and Monitoring Submissions](#).
5. The applicant uses ASSIST to complete and submit the LRP application, which includes uploading the biosketch that their mentor provided; see [Validating and Submitting an LRP Application](#).
6. After submission, the applicant can monitor the application status through eRA Commons [Application Information](#) screen; see [Monitoring LRP Application Status and Submissions Through Status](#).

2.2 Who Participates in the Intramural LRP Application Process?

The persons listed below use ASSIST or eRA Commons to participate in the process for submitting an LRP application. Persons with the following roles have other responsibilities outside the submission process, but this guide deals only with tasks that these persons perform within eRA

¹employed outside NIH

Commons and ASSIST. The persons involved in the eRA Commons and ASSIST LRP application process are:

LRP applicant. Person who applies for an [intramural](#)¹ LRP award. This person must have an eRA Commons account and be assigned a PD/PI (program director/principal investigator) role. See the [eligibility information on the LRP website](#). (<https://www.lrp.nih.gov/eligibility-programs/>)

NOTE: There has been some reluctance in applicant organizations to create eRA Commons accounts with the PI role for research fellows or LRP applicants. We would like to clarify that designating the PI role in the eRA Commons for an individual does not bestow on them any special status. It is merely the name of the role within the electronic system that provides the administrative authority needed to see pertinent information regarding an application (e.g., status of supporting documents, IC assignment, etc.).

Referees. Persons who submit a reference letter in support of the LRP applicant; see [Referees/Recommenders](#). No Commons account required. (<https://www.lrp.nih.gov/referees-recommenders>)

Mentor (for mentored research scientists only). Person who submits a reference letter and provides a NIH-formatted biosketch to the applicant; see [Research Supervisors / Mentors](#). (<https://www.lrp.nih.gov/research-supervisors-mentors>) No Commons account required.

IC Coordinator. Person from the LRP applicant's NIH research institution (employer of applicant) who certifies key facts about the applicant in an official capacity. This person must have an eRA Commons account and be assigned the role of SPONSOR.

IMPORTANT: Accreditation Council for Graduate Medical Education (ACGME) applicants: If you are applying to the General Research LRP for ACGME Fellows, DLR will receive your reference letters through the NIH ACGME fellowship office - ASSIST will not require or accept reference letters for ACGME applications.

2.2.1 How the Participants Use eRA Commons and ASSIST

Once an application is in progress, some participants below receive timely reminder emails. For instance, the IC Coordinator gets reminder emails to certify the initial application. The LRP applicant gets reminder emails if the referees or IC Coordinator has not submitted required documents or certifications.

1. LRP applicant uses ASSIST to [initiate an LRP application](#), which is a series of forms that collect information upon which the application can be evaluated. Information collected includes the contact information for the applicant's mentor and IC Coordinator; see [Colleague Information](#).

¹Employed by NIH

2. The mentor receives an email from NIH LRP program requesting submission of a reference letter; see [Mentor - Submitting a Reference Letter for LRP Applicant](#). Before the application submission deadline, the mentor must submit a reference letter using eRA Commons (mentor does not need to log in to eRA Commons). The mentor should also send an NIH-formatted biosketch to the applicant, as the applicant must upload it to the application.
3. The IC Coordinator receives an email from the LRP program requesting certification of applicant information; see [Overview of LRP IC Coordinator Portal](#). Before the application submission deadline, the IBO must complete the certification.
4. After initiating, but before submitting, the application, the LRP applicant should contact their referees and ask them to submit reference letters; see [For Extramural LRP Applicant: Reference Letters and Monitoring Submissions](#).
5. The applicant uses ASSIST to complete and submit the LRP application, which includes uploading the biosketch that their mentor provided; see [Validating and Submitting an LRP Application](#).
6. After submission, the applicant can monitor the application status through eRA Commons *Application Information* screen; see [Monitoring LRP Application Status and Submissions Through Status](#).

2 Using ASSIST to Complete an LRP Application

For Intramural or Extramural LRP Applicants

To apply for a Loan Repayment Program (LRP) award, you must complete an application in ASSIST. You will first initiate your LRP application. Once initiated, it usually takes several days to prepare, complete, and submit your LRP application because multiple individuals participate in the process. You cannot delete an application once it is initiated, however, if you possess the PI/PD (principal investigator/program director) role, you can update it's submission status to 'Abandoned'.

Follow the directions below to initiate an LRP application. See [Overview of Loan Repayment Program Help](#) for general tasks and a list of participants who must act in support of the application.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

Initiating a LRP Application

1. Log into ASSIST; see [Logging into ASSIST](#).
(<https://era.nih.gov/erahelp/ASSIST/Default.htm>)

The Welcome screen appears.

ASSIST
Sponsored by the National Institutes of Health

Welcome

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

INITIATE APPLICATION
Funding Opportunity Announcement #
(Example: PA-XX-XXX or LITC-ABCD-XX-000) **Go**

SEARCH FOR APPLICATION **Search Applications**

INITIATE OR ACCESS LOAN REPAYMENT APPLICATION (LRP) **Go**
Initiate or access work in progress application

The top part of the Welcome screen is intended for grant applicants. LRP applicants use only the bottom option, titled **INITIATE OR ACCESS LOAN REPAYMENT APPLICATION**.

NOTE: If you have previously initiated a LRP application, clicking the **Go** button takes you to your work-in-progress application. In that case, see [Filling Out LRP Application Forms](#) for directions for completing the application.

2. If you have not previously initiated a LRP application, click the **Go** button in the LRP section of the Welcome screen.

The Initiate Loan Repayment Program Application screen appears.

Home > Initiate Application

Initiate Loan Repayment Program Application ?

* Award Type New Renewal

* LRP Subcategory

* Are you an Independent Researcher or has a Mentor I am an independent researcher I am a mentored research scientist

* Organization

3. Select options that describe the award you are applying for, and click the **Initiate Application** button. See the [LRP website](#) for details on each subcategory.

IMPORTANT: For intramural applications, the **I am a mentored research scientist** option is selected by default and disabled, as mentoring is required for intramural LRP awardees.

If you need to make a change on this screen after initiating your application, you can come back to these options later (except for **Organization**) by clicking the **Change LRP Subcategory** button to the left of your application forms.

NOTE: You must have a prior award to initiate a "Renewal" type application. If you attempt to initiate a "Renewal", and there is no prior LRP award associated with your Commons account, you will receive an error, *"Our system does not show a prior LRP award associated with this Commons ID..."*

4. Select your organization; only those organizations to which your eRA Commons profile is associated appear in the dropdown. You cannot change your organization after initiating the application.

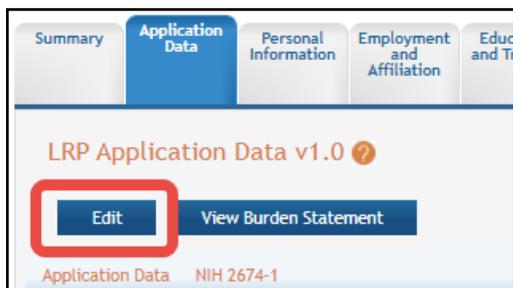
After you initiate the application, you are shown a series of ten tabs, each of which opens a form. See the next section.



Filling Out LRP Application Forms

The basic steps you take to complete the application are:

1. Navigate to each form by clicking its tab.
2. Click the form's **Edit** button to make the form editable.



3. Fill out forms, taking care to complete required fields, marked with a red asterisk. For details on individual fields and what they mean, see the [Instruction Guides for LRP Applicants \(Intramural and Extramural\)](#). For general steps for using a form, see the following topics:

- [Summary](#)
- [Application Data \(Extramural\)](#) or [Application Data \(Intramural\)](#)
- [Personal Information](#)
- [Employment and Affiliation \(Extramural\)](#) or [Employment and Affiliation \(Intramural\)](#)
- [Education and Training](#)
- [Research Information \(Extramural\)](#) or [Research Information \(Intramural\)](#)
- [Colleague Information \(Extramural\)](#) or [Colleague Information \(Intramural\)](#)
- [Loan Information](#)

- [Funding Information \(Extramural\)](#) or [Funding Information \(Intramural\)](#)
 - [Certify & Submit](#)
4. Before leaving each form, click the **Save** button at the bottom of the form.
The **Save** button performs basic validations to ensure that all required elements of the form have been filled out. If required fields are incomplete, a message lists incomplete fields and incomplete fields are also highlighted in red.
 5. Validate and submit the application for review by the Division of Loan Repayment (DLR); see [Validating and Submitting an LRP Application](#) for details.
 6. After submitting the application, monitor the submission of reference letters (see [Monitoring Reference Letters Submission Through Personal Profile](#)) and institutional business official (IBO) or IC Coordinator certification via the *Status Information* screen (see [Monitoring LRP Application Status and Submissions Through Status](#)).

2.3 Summary

For Intramural or Extramural LRP Applicants

After initiating an LRP application, you see the application, which consists of ten forms. The first form you see is the Summary form, which contains information about your application. Initially you do not do anything on this form, but after you complete all the forms, you will come back to the *Summary* form to submit.

Note the **Application Close Date**; this is the date by which you must submit your application. All reference letters must be submitted by this date. Your institutional business official or IC Coordinator must have completed your initial certification by this date. Application deadlines are located on the home page of the LRP website at <https://www.lrp.nih.gov/>.

For information on filling out forms, see [Using ASSIST to Complete an LRP Application](#).

For more information on submitting, see [Validating and Submitting an LRP Application](#).

[Contact the LRP Information Center](https://www.lrp.nih.gov/contact-engage) (<https://www.lrp.nih.gov/contact-engage>) if you have questions or receive a warning that you are applying for an incorrect award type (new or renewal).

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

LRP Application Information ✓

Summary Application Data Personal Information Employment and Affiliation Education and Training Research Information Colleague Information Loan Information Funding Information Certify & Submit

LRP Application Information

Application Identifier: 64209

Application Project Title: _____

Application Close Date: 08/30/2021

Applicant Name: Achiro, Jennifer McGrady

Organization: UNIVERSITY OF CALIFORNIA LOS ANGELES

Status: **Work in Progress** [Submit Application](#)

2.4 Application Data

For Intramural LRP Applicants

The *Application Data* form contains information about your application that you selected when initiating your application. It also contains other selections and questions that help determine your eligibility.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: [Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

LRP Application Information ?

Summary
Application Data
Personal Information
Employment and Affiliation
Education and Training
Research Information
Colleague Information
Loan Information
Funding Information
Certify & Submit

LRP Application Data v1.0 ?
OMB Number: 0925-0361
Expiration Date: 10/31/2022

[Edit](#)
[View Burden Statement](#)
 Expand All * Required field(s)

Application Data NIH 2674-1 ▲

Award Type	NEW
LRP	INTRAMURAL
LRP Subcategory	General Research
*Award Length	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Are you an independent researcher or a mentored research scientist?	I am a mentored research scientist
*Your Position Title	Research Associate;
*Your Anticipated Start Date for Employment at the NIH	11/01/2021
*Name of Hiring Institute or Center (IC)	NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES ;

Eligibility Questions ▲

* 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 2) Do you possess an M.D., Ph.D., D.O., D.D.S., D.M.D., D.P.M., D.V.M., A.D.N., B.S.N., or equivalent doctoral degree from an accredited institution; or hold the position of Physician Assistant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 3) Will you conduct full-time qualifying research over the entire contract period?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 4) Do you or did you ever have a judgment lien arising from a federal debt?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 5) Do you owe a service obligation to another program that cannot be deferred?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 6) 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)	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 7) 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 8) Have you ever defaulted on an educational loan or are you currently delinquent (more than 90 days past due) on an educational loan?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 9) Are your loans consolidated with another individual, such as a spouse?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 10) Are you an NIH employee or do you have a firm commitment of NIH employment from an authorized official of the NIH?	<input checked="" type="radio"/> Yes <input type="radio"/> No

* 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 of Health can make commitments for the LRP awards.

* By checking this box, you acknowledge that LRP loan repayments and tax payments are considered taxable income and can significantly increase your taxable income. If you are or plan to participate in an income-based repayment program, you should contact your loan servicer to discuss the implications of LRP loan repayments/higher income on your monthly payments.

To complete the *Application Data* form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).

NOTE: The **Award Length** is constrained by rules of the subcategory.

3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.5 *Personal Information*

For Intramural or Extramural LRP Applicants

The *Personal Information* form collects personal information for important administrative purposes. Additional information, such as gender, race, ethnicity, and disability status are also collected here. The information on this form is prepopulated from your eRA Commons personal profile where possible.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Application Information ?

- Summary
- Application Data
- Personal Information**
- Employment and Affiliation
- Education and Training
- Research Information
- Colleague Information
- Loan Information
- Funding Information
- Certify & Submit

LRP Personal Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/21/2022

[Edit](#) [View Burden Statement](#)

Expand All * Required field(s)

Personal Information NIH 2674-1

* NIH Commons ID	<input type="text" value="SLARKINS"/>
ORCID	<input type="text"/>
* First Name (Legal)	<input type="text" value="Sherry"/>
Middle Name (Legal)	<input type="text"/>
* Last Name (Legal)	<input type="text" value="Larkins"/>
Suffix (Legal)	<input type="text" value="---Select Suffix---"/>
First Name (Other)	<input type="text"/>
Middle Name (Other)	<input type="text"/>
Last Name (Other)	<input type="text"/>
Suffix (Other)	<input type="text" value="---Select Suffix---"/>
* Work E-Mail	<input type="text" value="eRATest@mail.nih.gov"/>
* Confirm Work E-Mail	<input type="text" value="eRATest@mail.nih.gov"/>
Other E-Mail	<input type="text"/>
* U.S./Non-U.S.	<input type="radio"/> U.S. <input type="radio"/> Non-U.S.
* Home Address Line 1	<input type="text" value="3404 N. Poinsettia Ave"/>
Home Address Line 2	<input type="text"/>
* City	<input type="text" value="Manhattan BEach"/>
* State	<input type="text" value="CA: California"/>
* Zip Code	<input type="text" value="90266"/>
* Country	<input type="text" value="USA: UNITED STATES"/>
* Work Phone	<input type="text" value="323-828-8850"/> Ext. <input type="text"/>
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
* Preferred Contact	<input type="text" value="--Select Preferred Contact--"/>
* Date of Birth	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other <input type="radio"/> Prefer not to answer
What is your race? Check all that apply.	<input type="checkbox"/> American Indian, Native American, or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other - Please specify <input type="text"/> <input type="checkbox"/> Prefer Not to Answer
Are you Hispanic, Latino/a, or of Spanish origin?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Prefer not to answer
if Hispanic, check all that apply.	<input type="checkbox"/> Mexican, Mexican American, Chicano/a <input type="checkbox"/> Central American (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama) <input type="checkbox"/> Puerto Rican

To complete the *Personal Information* form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).
3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.6 Employment and Affiliation

For Intramural LRP Applicants

The Employment and Affiliation form contains information about the NIH institute or center (IC) that employs you.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: [Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

The screenshot shows the 'LRP Application Information' interface. At the top, there is a navigation bar with tabs for Summary, Application Data, Personal Information, Employment and Affiliation (which is selected), Education and Training, Research Information, Colleague Information, Loan Information, Funding Information, and Certify & Submit. Below the navigation bar, the title 'LRP Employment and Affiliation v1.0' is displayed, along with OMB Number: 0925-0361 and Expiration Date: 10/31/2022. There are buttons for 'Edit' and 'View Burden Statement', and a checkbox for 'Expand All' with a red asterisk indicating required fields. The form fields include: 'Employment Organization' (NIH 2674-1), '* NIH Institute or Center' (dropdown menu), 'Department' (text input), 'Additional Information(e Center, Division, Branch, etc)' (text area), '* Position Title' (dropdown menu), '* Annual Salary' (text input), and '* Start Date' (calendar input). At the bottom, there are 'Save' and 'Cancel' buttons.

To complete the Employment and Affiliation form:

1. Click the **Edit** button to enable editing the form.
2. Select the **NIH Institute or Center** that employs you.
3. Optionally: enter the **Department** or any other **Additional Information**.
4. Required: select your **Title**, enter your **Salary**, and specify your **Start Date** by clicking the calendar icon or typing. Required fields are marked with red asterisks (*).
5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.7 Education and Training

For Intramural or Extramural LRP Applicants

The Education and Training form collects information about your academic and training history, including conferred degrees and postdoctoral fellowships. Most [extramural](#)¹ LRP subcategories require applicants to hold an M.D., Ph.D., or equivalent doctoral-level degree to qualify for an award.

You must enter at least one qualifying degree. Review the [LRP website](#) for degree requirements for the subcategory to which you are applying. If you do not currently hold a qualifying degree, but anticipate it to be conferred before the start of your LRP award, you may still be eligible to apply. In this case, add a new entry for education, and enter your expected degree year in the appropriate field.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

¹employed outside NIH

LRP Application Information

Summary Application Data Personal Information Employment and Affiliation **Education and Training** Research Information Colleague Information Loan Information Funding Information Certify & Submit

Education and Training v1.0 OMB Number: 0925-0361 Expiration Date: 10/31/2022

Edit View Burden Statement Expand All * Required field(s)

Education Information NIH 2674-1 Add New Entry

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD	University of Michigan	2019			Y	Edit View

Postdoctoral Fellowship Information NIH 2674-1 Add New Entry

Conferring Institution	Start Date	End date	Percent Of Time Spent	Specialty	Subspecialty	Action
University of Dearborn	08/01/2017	08/01/2018	100	pediatrics		Edit Remove

Save Cancel

There are two main sections on the *Education and Training* form: the top section for *Education Information*, and the bottom section for *Postdoctoral Fellowships*.

2.7.1 Adding a New Education Record

To complete the *Education Information* (top) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.
2. To add an education entry, click the **Add New Entry** for the *Education Information* (top) section.

Loan Repayment Program (LRP)

Education and Training v1.0 ? OMB Number: 0925-0361
Expiration Date: 10/31/2022

[Edit](#) [View Burden Statement](#) Expand All * Required field(s)

Education Information NIH 2674-1 [Add New Entry](#)

Entry #	Degree	Conferring institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	Univ of Hampshire, Univ of Hampshire	2019 2020			Y	Edit View
2	Doctor of Chiropractic	Univ of Midland	2011			N	Edit View

Postdoctoral Fellowship Information NIH 2674-1 [Add New Entry](#)

Conferring Institution	Start Date	End date	Percent Of Time Spent	Specialty	Subspecialty	Action
Postdoctoral Fellowship information is not provided						

The Education screen appears where you can specify the degree and one or more residencies. This screen displays different fields depending on which degree you choose.

Education v1.0 ?

[Edit](#) ☑ Expand All * Required field(s)

Degree Detail

* Education M.D.(terminal degree program)
 Ph.D(terminal degree program)
 M.D.-Ph.D
 Other Doctoral Degree
 Non Doctoral Degree

* MD Conferring Institution

* MD Year Degree Conferred --- Select Conferred Year --- ▾

MD Specialty

MD Subspecialty

* PhD Conferring Institution

* PhD Year Degree Conferred --- Select Conferred Year --- ▾

PhD Specialty

PhD Subspecialty

Residency

Institution	Start Date	End date	Percent Of Time Spent (0-100)	Specialty	Subspecialty	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[Add New Residency](#)

[Save](#) [Save and Add](#) [Cancel](#) [Remove Education](#)

3. Specify a degree, which causes several other fields to appear, which you must fill out.

For some degrees (M.D., M.D.-Ph.D or Doctor of Osteopathy), you must add a residency associated with the education.

4. Click the **Add New Residency** button as many times as necessary to record your residencies and fill out the fields that appear. Click the **Delete** button if you make a mistake.

5. When finished, click the **Save** button.

Loan Repayment Program (LRP)

NOTE: After you **Save**, you can delete an education entry. Make sure the form is editable before you click the **Edit** button on the row you wish to remove.

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	sdf, dfg	2019 2020			Y	Edit View
2	Doctor of Chiropractic	asdf	2011			N	Edit View

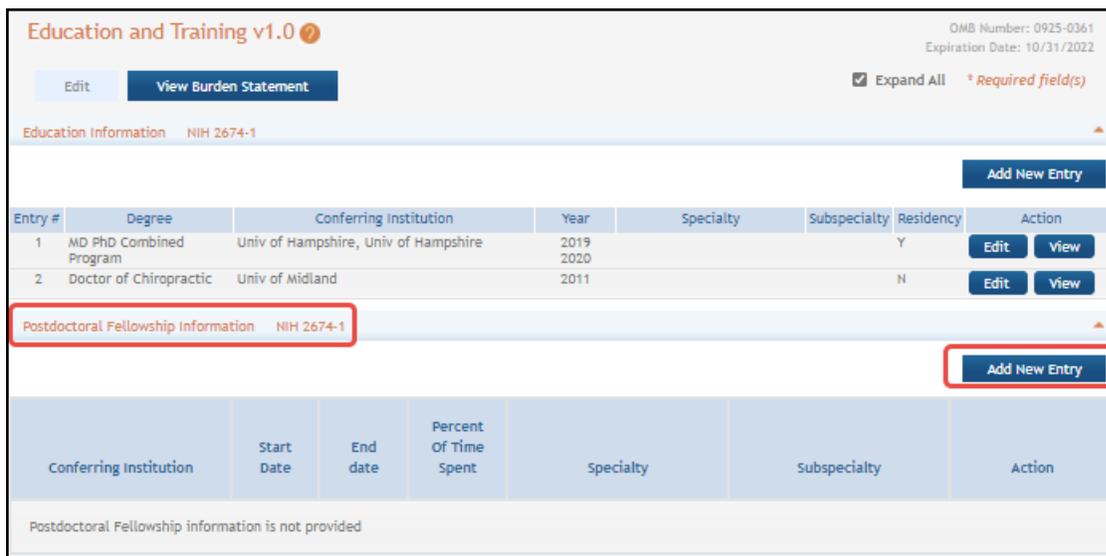
Then click the **Remove Education** button at the bottom of the screen.



2.7.2 Adding a New Postdoctoral Record

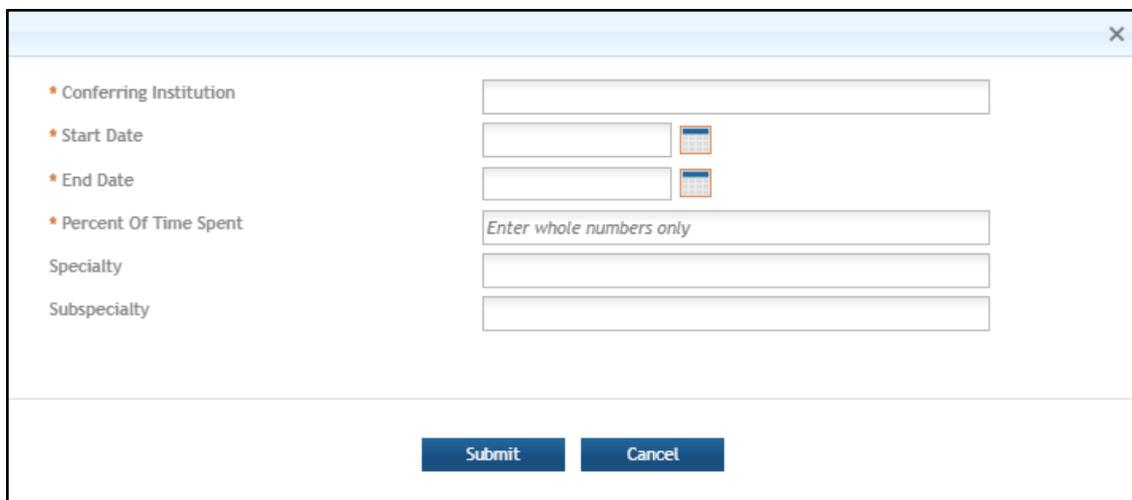
To complete the *Postdoctoral Fellowship* (bottom) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.
2. To add a postdoctoral fellowship, click the **Add New Entry** for the *Postdoctoral Fellowship* (bottom) section.



The screenshot shows the 'Education and Training v1.0' form. At the top, there are buttons for 'Edit' and 'View Burden Statement', along with OMB Number: 0925-0361 and Expiration Date: 10/31/2022. Below this is a section for 'Education Information' with a sub-header 'NIH 2674-1'. It contains a table with two entries, each with 'Edit' and 'View' buttons. Below the table is a section for 'Postdoctoral Fellowship Information' with a sub-header 'NIH 2674-1' and an 'Add New Entry' button. At the bottom, there is a table with columns for 'Conferring Institution', 'Start Date', 'End date', 'Percent Of Time Spent', 'Specialty', 'Subspecialty', and 'Action'. A message at the bottom states 'Postdoctoral Fellowship information is not provided'.

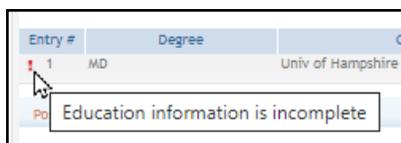
A popup appears where you enter postdoctoral fellowship details.



A screenshot of a web form for entering education information. The form has a light blue header with a close button (X). Below the header, there are several input fields: "Conferring Institution" (a long text box), "Start Date" (a date picker), "End Date" (a date picker), "Percent Of Time Spent" (a text box with the instruction "Enter whole numbers only"), "Specialty" (a text box), and "Subspecialty" (a text box). At the bottom of the form, there are two blue buttons: "Submit" and "Cancel".

3. Fill out the fields in the popup and click **Submit**.
4. When finished, click the **Save** button. The form will be validated and alert you about any potential errors.

If you notice a red exclamation point next to an education entry, it means the entry is not complete. Click the entry's **Edit** button to complete it.



2.8 Research Information

For Intramural LRP Applicants

The *Research Information* form of the LRP Application requires you to develop and submit several research-related PDFs related to your LRP application. For formatting instructions, such as page limits, format requirements, filenames, file size, citation information, and more, refer to the *Research Information* section of the instruction guide referenced below:

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: [Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

The screenshot shows the 'LRP Application Information' interface. At the top, there is a navigation bar with tabs for Summary, Application Data, Personal Information, Employment and Affiliation, Education and Training, Research Information (which is selected and highlighted in blue), Colleague Information, Loan Information, Funding Information, and Certify & Submit. Below the navigation bar, the main heading is 'LRP Research Information v1.0'. To the right of this heading, it displays 'OMB Number: 0925-0361' and 'Expiration Date: 10/31/2022'. There are two buttons: 'Edit' and 'View Burden Statement'. A checkbox labeled 'Expand All' is checked, and a note '* Required field(s)' is present. The form is divided into several sections, each with a heading and a sub-identifier (NIH 2674-6):

- Research Project/Activities**: Includes a required field for 'Research Project Title', a 'Project Abstract' field with a character limit of 2000 (with a 'Characters Remaining: 2000' indicator), and an attachment area with 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons.
- Research Environment**: Includes a required field for 'Research Environment' and an attachment area with 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons.
- Training and Mentoring plan**: Includes a required field for 'Training and Mentoring' and an attachment area with 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons.
- Applicant's NIH Biosketch**: Includes a required field for 'NIH Biosketch' and an attachment area with 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons.
- Personal Statement** (NIH 2674-2): Includes a required field for 'Personal Statement' and an attachment area with 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

To complete the *Research Information* form:

1. Click the **Edit** button to enable editing the form.

NOTE: The title you enter in the **Research Project Title** field will also be used in the IC Coordinator Portal to identify your application title. Enter a **Project Abstract** (2000 character limit).

2. For each required attachment, click the **Add Attachment** button, select a file, and click the **Submit** button.
3. Optionally, after adding an attachment, you can click **View Attachment** to view it with your browser's PDF viewer, click **Delete Attachment** to remove the file, or click **Replace Attachment** to replace the file with another. When replacing a file, you should give the new file a file name that is different than the file name given to the previously uploaded document

(e.g., Personal Statement Version2) as this would allow you to ensure that the new/replacement document was successfully uploaded.

4. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.9 Colleague Information

For Intramural LRP Applicants

The Colleague Information form collects information about your [research supervisor](#), [mentor](#), and IC Coordinator. You should complete the *Colleague Information* form of the application at least two weeks before the submission deadline to give your referees, mentor, and IC Coordinator time to submit documents in support of your application by the deadline. The IC Coordinator you enter must possess a SPONSOR Commons role and be at the same organization that you specified when you initiated the LRP application.

To find your IC Coordinator, see the section titled Intramural IC Coordinators Contact List on this page: <https://www.lrp.nih.gov/contact-engage>

Once the colleague information is entered and the form saved, an email is automatically sent to the mentor and to the IC Coordinator with instructions to submit their documents. The NIH does not contact your referees, you must reach out to them individually; see [For Intramural LRP Applicant: Reference Letters and Monitoring Submissions](#).

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: [Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

LRP Application Information ?

- Summary
- Application Data
- Personal Information
- Employment and Affiliation
- Education and Training
- Research Information
- Colleague Information**
- Loan Information
- Funding Information
- Certify & Submit

LRP Colleague Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/31/2022

[Edit](#) [View Burden Statement](#)

Expand All * Required field(s)

Research Supervisor NIH 2674-1 ▲

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Organization

* Position Title

Primary Mentor NIH 2674-1 ▲

* Check here if the person you have entered as your Research Supervisor is also your Primary Mentor

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Organization

* Position Title

* NIH Biosketch (5 page limit) [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

Additional NIH Biosketch [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

*You may upload the NIH biosketch of an additional person identified in your mentoring plan who will continue to serve in this capacity

IC Coordinator ▲

* Commons ID [Populate fields from Credentials](#)

* Organization UNIVERSITY OF CALIFORNIA, SAN DIEGO

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

[Save](#) [Cancel](#)

To complete the Colleague Information form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).
3. To copy *Research Supervisor* information to the fields in the *Primary Mentor* section, click the checkbox at the top of the *Primary Mentor* section.
4. In the *IC Coordinator Official* section, to save time, you can enter the NIH Commons ID and click the **Populate fields from Credentials** button. This populates the fields according to the personal profile associated with the eRA Commons ID entered.
5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.10 Loan Information

For Intramural or Extramural LRP Applicants

New applicants must list their educational loans on the *Loan Information* form. If the LRP application's **Award Type** is **Renewal**, this form is blank and you do not need to complete it. Loans from the same loan servicing agent and of the same loan type should be combined into a single entry (e.g., MOHELA, Stafford).

Not all educational loans are eligible for repayment by the NIH LRPs. For example, foreign loans are not eligible for repayment. Refer to the LRP website for specific information regarding loan eligibility. If you enter a loan in this section that is ineligible, it will be removed from your loan portfolio. All the information necessary to complete this section should be available on your student loan account statement(s). At least one loan must be entered, but you should enter all the loans you wish to be considered for repayment by the LRP.

See the guide linked below for eligibility details on loans.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

The screenshot shows the 'LRP Application Information' page with the 'Loan Information' tab selected. The page title is 'LRP Loan Information v1.0'. There are navigation tabs for Summary, Application Data, Personal Information, Employment and Affiliation, Education and Training, Research Information, Colleague Information, Loan Information (active), Funding Information, and Certify & Submit. The Loan Information section includes an 'Edit' button and a 'View Burden Statement' button. A checkbox for 'Expand All' is checked, and a note indicates '* Required field(s)'. Below this is a table with columns: Lending Institution/Servicing Agent, Loan Type, Original Loan Amount, Current Balance, Loan Status, and Action. The table currently contains the text 'Loan information is not provided'. An 'Add New Entry' button is located to the right of the table. At the bottom, there is a checkbox with the text '* By checking this box, I confirm that I have entered information for all loans that I wish to be considered in this application', followed by 'Save' and 'Cancel' buttons.

To complete the *Loan Information* form:

1. Click the **Edit** button to enable editing the form.
2. Click the **Add New Entry** button, which opens a popup where you can enter loan details.

The screenshot shows a popup form for entering loan details. It contains the following fields: '* Name of Lending Institution/Servicing Agent' (dropdown menu with 'FedLoan Servicing (PHEAA)'); '* Loan Type' (dropdown menu with 'Academic Institutional Loan'); '* Loan Origin' (radio buttons for 'U.S.' and 'Non-U.S.', with 'U.S.' selected); '* Original Loan Amount' (text input field with '50000'); '* Current Balance' (text input field with '45000'); and '* Loan Status' (dropdown menu with 'Repayment'). At the bottom of the popup are 'Update' and 'Cancel' buttons.

3. Enter loan details and click the **Update** button. Required fields are marked with red asterisks (*).

4. Click the **Save** button on the *Loan Information* form when finished. The form will be validated and alert you about any potential errors.

2.11 Funding Information

For Intramural LRP Applicants

Intramural (employed by NIH) applicants can disregard the Funding Information form as it is not needed for intramural LRP applicants.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms: [Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) (https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf) Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)



2.12 Certify & Submit

For Intramural or Extramural LRP Applicants

On the *Certify & Submit* screen, complete the checkboxes to indicate that you have read the Certifications for Online Applications and your NIH Loan Repayment Program Contract. Completing these checkboxes and entering your name serves as your signature on these documents.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:
[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)
(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)
[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

To complete the *Certify & Submit* form:

1. Click the **Edit** button to enable editing the form.
2. Read each section and mark its checkbox. Required fields are marked with red asterisks (*).
3. Complete the first signed certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

LRP Application Information ?

Summary

Application Data

Personal Information

Employment and Affiliation

Education and Training

Research Information

Colleague Information

Loan Information

Funding Information

Certify & Submit

Certify and Submit v1.0 ? OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit

View Burden Statement

Expand All * Required field(s)

Certifications for Online Applications NIH 2674-9 ▲

Certification by Applicant/Borrower

* I hereby apply to enter into an agreement with the National Institutes of Health (NIH) for repayment of the educational loan(s) listed in my application. I hereby certify that: (1) all loans listed in this application were incurred solely for the costs of education, including reasonable living expenses, (2) all information provided in this application is true, complete, and accurate to the best of my knowledge and does not omit any material facts that would render any portion of this application false, fictitious, or fraudulent as a result of the omission, (3) I understand that any information provided in my application may be investigated and that any false representation is sufficient cause for rejection of the application, or, if awarded loan repayment, that I am liable for return of all awarded funds plus potential penalties and, (4) any false, fraudulent, or fictitious statement may be punishable as a felony under 18 U.S.C. § 1001, and in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

Authorization for Disclosure of Financial Information

* I hereby authorize the lending institution, servicing agent, and/or institutional program named in my application to release information about my loan or any loan owned, serviced, or administered by my lending institution, servicing agent, or program administrator to the administrators of the NIH Loan Repayment Programs (LRP) and other authorized Government officials. This authorization shall remain in effect during my application and participation in the NIH LRP and for 120 days after completion of any LRP contracted service.

Research Certification and Release of Service Obligation Information

* I certify that the named research project complies with applicable Federal, state and local laws (e.g., applicable human subject protection regulations) and is not research for which funding is prohibited by Federal law. I further authorize any program to which I owe a service obligation to release information about that obligation to administrators of the NIH LRP and other authorized Government officials.

Confidentiality Agreement and Request for Supporting Application Materials

* By checking this box, I understand that I voluntarily waive my right to inspect, view or otherwise obtain any letters of reference submitted by my mentor or recommenders in support of my NIH LRP application. I certify that I am requesting information and materials provided by these individuals to be included as components of my NIH LRP application. My application, including information and materials submitted by my recommenders and mentor, will be used by NIH officials to determine my eligibility/suitability for participation in an NIH LRP. I authorize administrators of the NIH LRP and other authorized U.S. Federal Government officials to contact the individual(s) who have submitted information on my behalf to request any additional information that may be needed to provide an appropriate review of my application. I understand that all materials submitted by other persons in support of my application shall be held in confidence and protected from unauthorized disclosure by officials of the NIH LRP according to Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

* I certify that I have read the above statements in their entirety. I understand that by checking this box I am providing my electronic signature on these certifications and it is intended to be the legally binding equivalent of my handwritten signature.

*Legal Name

First Name	Middle Name
Last Name	---Select Suffix---

4. Read the contract, and then complete the second certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

Section E - Contract Termination

1. The NIH Director may terminate this Contract if, not later than 45 days before the end of the fiscal year in which the Contract was entered into, the individual:

- a. submits a written request for such termination; and
- b. repays all amounts paid on behalf of the individual under Paragraphs 1, 2 and 3 of Section A of this Contract.

* I certify that I have read the above statements in their entirety. I understand that by checking this box I am providing my electronic signature on these certifications and it is intended to be the legally binding equivalent of my handwritten signature.

* Legal Name

First Name	Middle Name
Last Name	---Select Suffix---

Save Cancel

5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

2.13 Validating and Submitting an LRP Application

For Extramural or Intramural LRP Applicants

After you have filled out all required information, you can validate and submit your application. To submit, it is required that you possess a PI/PD role (principal investigator/program director) with the organization specified during LRP initiation. Validating the application ensures it is complete and error-free. If errors are found, the forms where they were found are listed. Before submitting, you should also verify that your referees (and mentor if you are a mentored research scientist) and IBO have submitted their required documents.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Each time you save changes on a form, a validation occurs to make sure you completed required fields. For instance, if you leave required fields blank you might see something like the following upon saving the form.

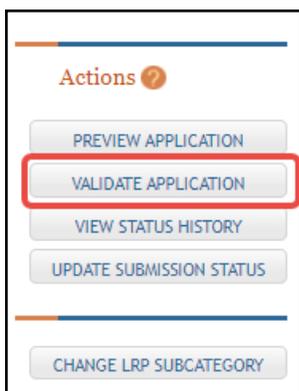


A screenshot of a web form with three fields: 'Cell Phone' (text input), '* Preferred Contact' (dropdown menu), and '* Date of Birth' (text input with a calendar icon). The 'Preferred Contact' dropdown is set to '--Select Preferred Contact--' and has a red error message 'Preferred Contact is required' below it. The 'Date of Birth' field is empty and has a red error message 'Date of Birth is required' below it.

However the **VALIDATE APPLICATION** button does a more thorough and detailed validation than the **Save** button validation.

2.13.1 Validating Your Application

After filling out all required fields, click the **VALIDATE APPLICATION** button on the left, which examines the application for completeness and errors. If errors are identified, you must fix them before you can submit your application.



A screenshot of an 'Actions' menu. The menu is titled 'Actions' with a question mark icon. It contains five buttons: 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'CHANGE LRP SUBCATEGORY'. The 'VALIDATE APPLICATION' button is highlighted with a red rectangular border.

You either see a screen listing errors and the form where they were found:

Application Errors and Warnings Results ?

 **Application Information**

Application Identifier: 64209
FOA Number: NOT-OD-21-012
Application Project Title: Covid Detection Training
PD/PI Name: Achiro, Jennifer McGrady
Organization:

✖ Errors

Total Errors to be corrected before the application can be submitted: 2

Form Name	Error Message
Research Information	The ACOSAssurBirmingham.pdf attachment has been uploaded multiple times on the LRP_Research_Information. Please make sure all files uploaded on the LRP_Research_Information have unique file names. (000.25)
Research Information	The ACOSAssurBirmingham.pdf attachment has been uploaded multiple times on the LRP_Research_Information. Please make sure all files uploaded on the LRP_Research_Information have unique file names. (000.25)

Or you see a screen that indicates no errors:

Application Errors and Warnings Results ?

 **Application Information**

Application Identifier: 64209
FOA Number: NOT-OD-21-012
Application Project Title: Covid Detection Training
PD/PI Name: Achiro, Jennifer McGrady
Organization:

All Validations Passed

If you see errors, go to the screens where errors were found and correct them.

If you see a message that "All Validations Passed", you are ready to submit your application, which is detailed in the next section.

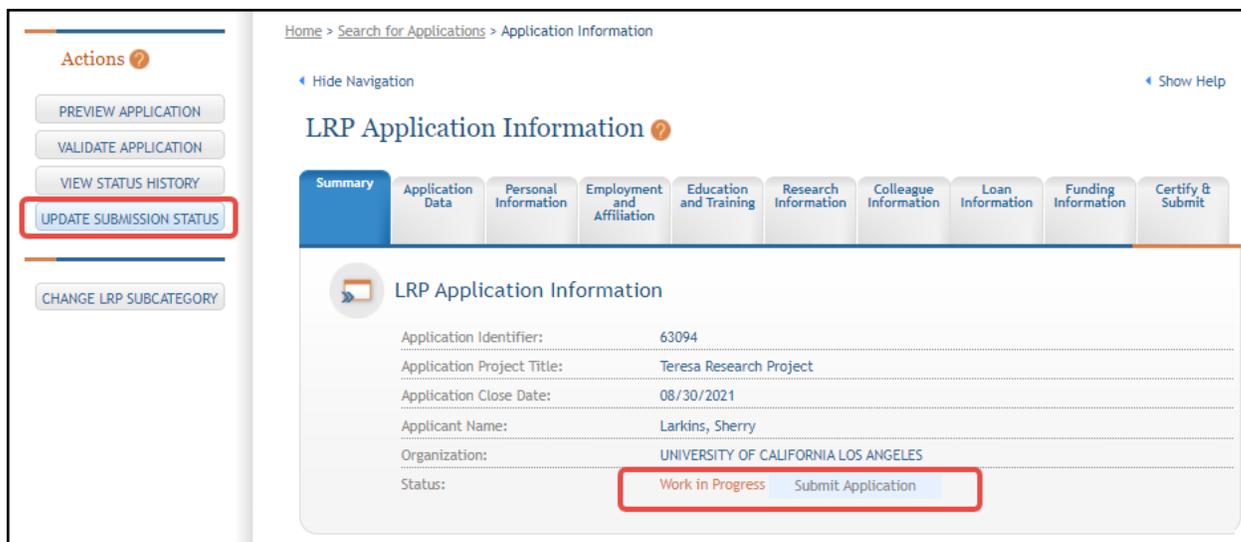
2.13.2 Submitting Your Application

The **Submit Application** button is on the *Summary* form but initially, it is disabled. To enable the **Submit Application** button, you must update submission status. Once you submit, you cannot make changes to an application.

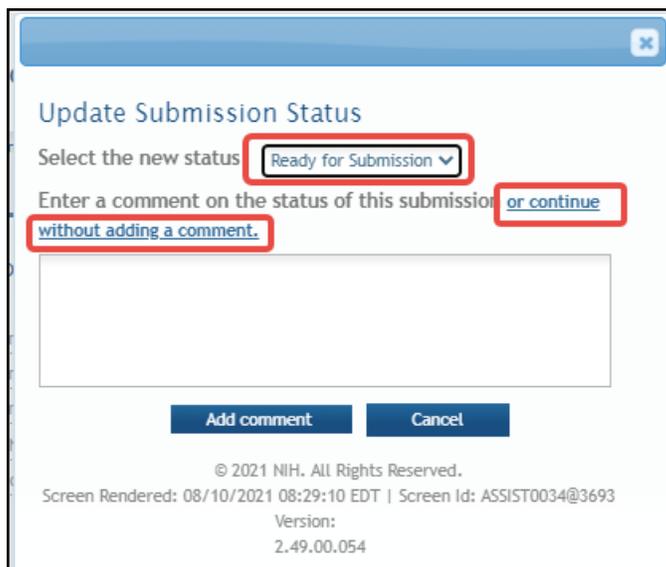
IMPORTANT: Once you update the submission status, you can no longer go to forms and click **Edit** to make changes. Do not update submission status until you are sure the information you entered is correct. If form errors are found, such as duplicate files or incomplete fields, clicking **Update Submission Status** will prompt you to fix the errors before continuing.

To submit your application:

1. After validation errors are fixed, click the **UPDATE SUBMISSION STATUS** button.



The *Update Submission Status* popup appears.



2. Select **Ready for Submission** in the **Select the new status** dropdown, then either:
 - Click the **or continue without adding a comment** link, outlined in red above, or
 - Type a comment and click the **Add comment** button.

The **Submit Application** button on the *Summary* form should now be enabled. The **Edit** buttons on all forms are now absent.

3. Click the **Submit Application** button on the *Summary* form.
4. Click **Yes** in the confirmation message that appears.

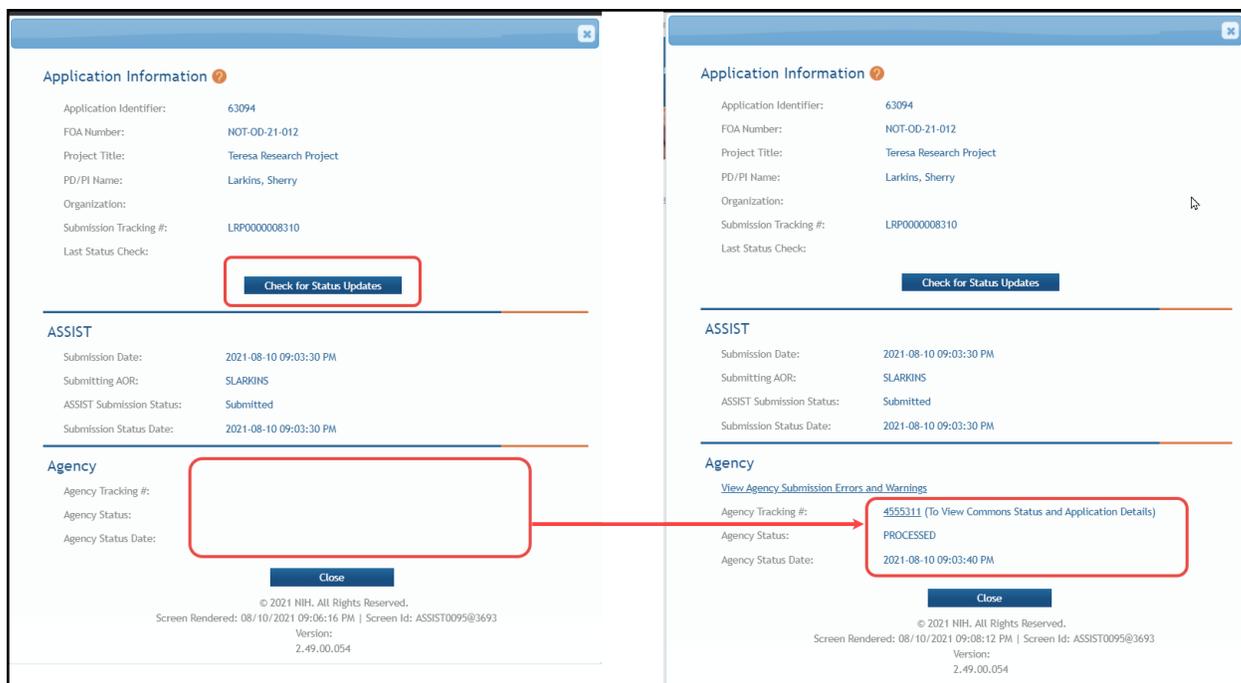
After a pause, the application is submitted and the following messages appear on the Summary form (outlined in red below):

The screenshot shows a web interface for the Loan Repayment Program (LRP). At the top, a blue notification box with an information icon states: "The Application has been submitted. You may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application." Below this is a navigation bar with tabs for "Summary", "Application Data", "Personal Information", "Employment and Affiliation", "Education and Training", "Research Information", "Colleague Information", "Loan Information", "Funding Information", and "Certify & Submit". The "Summary" tab is active. The main content area is titled "LRP Application Information" and contains the following details:

Application Identifier:	63094
Application Project Title:	Teresa Research Project
Application Close Date:	08/30/2021
Applicant Name:	Larkins, Sherry
Organization:	UNIVERSITY OF CALIFORNIA LOS ANGELES
Status:	Submitted View Submission Status Details

The "Submitted" text and the "View Submission Status Details" link are highlighted with a red box in the original image.

5. You can click the **View Submission Status Details** link, outlined in red above, to see the *Application Information* popup, which shows pertinent information relating to your application, including the FOA number under which it was submitted.
6. In the *Application Information* popup, shown below, you can click the **Check for Status Updates** button. When available, certain Agency tracking information becomes available. "Agency" refers to the federal agency who is processing your award.



7. Once agency information appears, you can click the **Agency Tracking #** in the above popup to view the [Status Information screen](#) for the application.

After submitting the application, you can monitor it via the [Status Information screen](#) in eRA Commons.

2.14 Change LRP Subcategory

You can update the **Award Type**, **LRP Subcategory**, or researcher status (independent researcher vs. mentored research scientist), after starting the LRP application. When you started a new LRP application, you set these values.

If you find that you need to make changes after initially setting those values, you can click the **CHANGE LRP SUBCATEGORY** button on your existing application to revisit these three fields and change them if necessary.

NOTE: If you entered information on the *Loan Information* tab while **Award Type** is set to **New**, and you then change to a **Renewal** type, the information on the *Loan Information* tab will be lost, as the Loan Information form is not part of a Renewal application.

The *Update Loan Repayment Program Application* screen is shown below.

Update Loan Repayment Program Application ?

* Award Type New Renewal

* LRP Subcategory

* Are you an independent researcher or a mentored research scientist? I am an independent researcher I am a mentored research scientist

[Update Application](#) [Cancel](#)

2.15 ASSIST Features

This topic gives you tips on using ASSIST features.

Viewing/Hiding Sections of Forms

LRP Research Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/31/2022

[View Burden Statement](#) Expand All *Required field(s)*

Research Project/Activities	NIH 2674-6	▼
Research Environment	NIH 2674-6	▼
Training and Mentoring plan	NIH 2674-6	▼
Applicant's NIH Biosketch		▼
Personal Statement	NIH 2674-2	▼

On any given screen, you can:

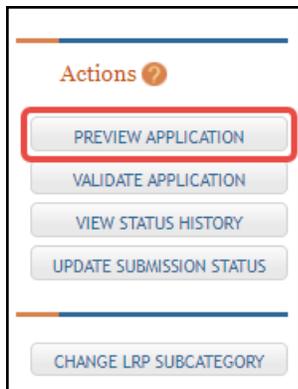
- Toggle the **Expand All** checkbox, outlined in red above, to expand or collapse all sections on the form.
- Individually expand sections by clicking their down arrow button, outlined in red above at right.
- Click **View Burden Statement** to view the paperwork burden statement.

Previewing an Application

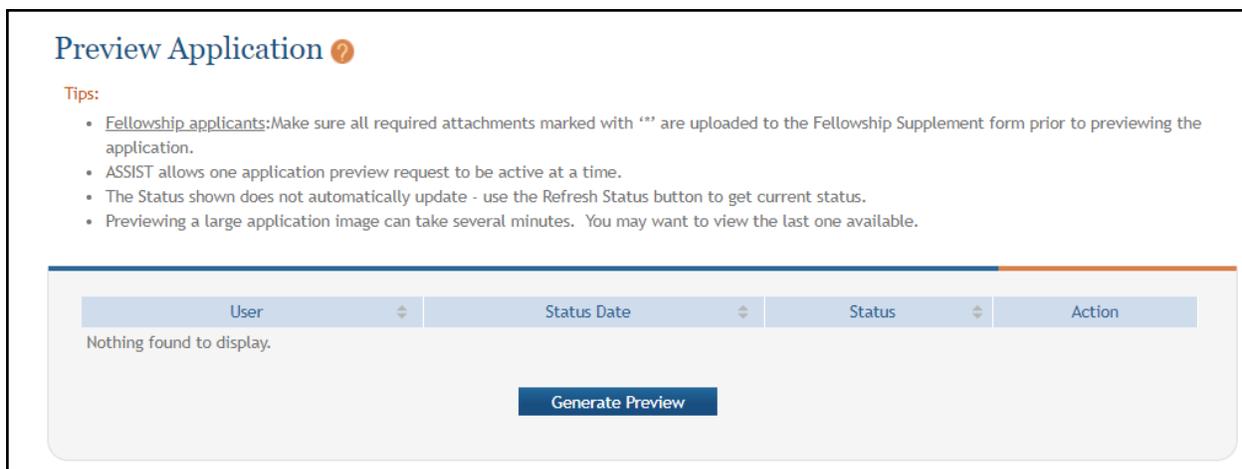
You can generate a preview of the application, which includes all files you submitted along with the application.

To preview an application:

1. Click the **PREVIEW APPLICATION** button at left.



The Preview Application screen appears.



2. Click the **Generate Preview** button. The **Status** field might display "**Waiting to Process**" initially.
3. Click the **Refresh Status** button to update the **Status** field. When the **Refresh** button causes a **View** button to appear, the preview is ready.
4. Click the **View** button to see a PDF of the files submitted with the application.

Preview Application

Tips:

- Fellowship applicants: Make sure all required attachments marked with "*" are uploaded to the Fellowship Supplement form prior to previewing the application.
- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Larkins, Sherry	Tue Aug 10 22:39:32 EDT 2021	Preview Available	View

[Generate Preview](#)

The preview might look something like this in a PDF viewer:

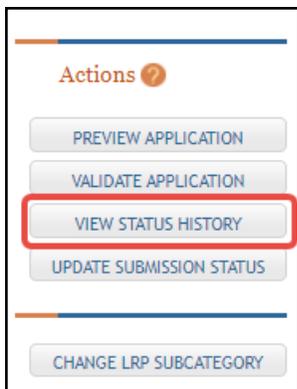
Loan Repayment Program
Table Of Contents

Table of Contents	1
Applicant Biosketch	2
Personal Statement	3
Training & Mentoring Plan	4
Research Activities	5
Research Environment	6
Research Accomplishments	7
Primary Mentor Biosketch	8

Viewing Application Status History

You can view a listing of all changes and saves of the application.

Click the **VIEW STATUS HISTORY** button at left.



A screen appears with a record of changes and saves to the application.

Application Status History ?

1 - 9 of 9 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2021-06-15 04:10:29 PM	Work in Progress	Application initiated	ASSIST	LARKINS, SHERRY
2021-06-15 04:22:09 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:17 PM	Work in Progress	LRP subcategory changed from: CR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:39 PM	Work in Progress	LRP subcategory changed from: HDR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:24:15 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:22:39 PM	Work in Progress	LRP subcategory changed from: HDR, MentoredResearchScientist, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:29:31 PM	Ready for Submission		ASSIST	LARKINS, SHERRY
2021-08-10 09:03:30 PM	Submitted	Submitted to Grants.gov with Tracking Num: LRP0000008310	ASSIST	LARKINS, SHERRY
2021-08-10 09:08:12 PM	PROCESSED		Agency	Agency

For information about the **VALIDATION APPLICATION** and **UPDATE SUBMISSION STATUS** buttons, see [Validating and Submitting an LRP Application](#).

For information on the **CHANGE LRP SUBCATEGORY** button, see [Change LRP Subcategory](#).

2 For Intramural LRP Applicant: Reference Letters and Monitoring Submissions

As an [intramural](#)¹ LRP applicant, in addition to filling out an application, you must also have colleagues/mentors submit reference letters in support of your application, and your IC coordinator must attest to certain certifications about you.

NOTE: In addition to submitting a reference letter, the mentor should also provide an NIH-formatted biosketch to the applicant, as the applicant must upload it to the application.

Read below for:

About Reference Letters

When you apply for an NIH Loan Repayment Program (LRP) award, you (the applicant) are required to have colleagues submit reference letters on your behalf. Persons who submit a reference letter on your behalf are *referees*. For intramural LRP applicants, one of the submitted reference letters must be from your mentor.

After you initiate an application with LRP, you receive an email titled "Welcome to the NIH Loan Repayment Programs" from the Division of Loan Repayment (DLR). This email contains instructions on filling out the *Colleague Information* section of the ASSIST LRP application. It also contains the link that you can send to NON-mentor referees to submit reference letters on your behalf. See [Information You Should Send to Your Referees \(not to Mentors\)](#).

Mentors *only* are specified on the *Colleague Information* section, and mentors only receive their own email from LRP describing reference letter submission. The email to mentors contains a different link, so do not send the referee link to your mentor.

IMPORTANT: Your referees and mentor should **not** use the "Submit a Reference Letter" link on the [main eRA Commons home page](#); instead they should use these links:

Mentor link for reference letters:

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>

Referee (NON-mentor) link for reference letters:

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>

2.16 LRP Intramural Applicant Reference Letter Requirements

Below are the mentor and referee requirements for intramural LRP applicants:

¹Employed inside NIH

Reference Letter Requirements

Intramural LRP Program	Mentor Reference Letter	New/Renewal Award	Referee Reference Letters	
			Min	Max
AIDS Research	New	Yes	2	4
	Renewal	Yes	Not req.	Not req.
Clinical Research for Individuals from Disadvantaged Backgrounds	New	Yes	2	4
	Renewal	Yes	Not req.	Not req.
General Research	New	Yes	2	4
	Renewal	Yes	Not req.	Not req.
General Research for ACGME (Non-competitive)	New	Not req.	Not req.	Not req.

2.16.1 Information You Should Send to Your Referees (not to Mentors)

- Your NIH Commons ID
- The link where the NON-mentor referee can submit a letter:
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>
- A deadline (date) by which the LRP application must be submitted. (Preferably, ask your referees to submit the letter at least a week before your submission deadline.)

Monitoring Submissions by Referees/IC Coordinator for Your Application

You can monitor submissions for your application on both the Personal Profile and Status Information screens of eRA Commons. In addition, you receive regular reminder emails from the LRP program if submissions that are required by your referees or IC Coordinator are not made in a timely manner.

See:

Monitoring Reference Letters Submission Through Personal Profile

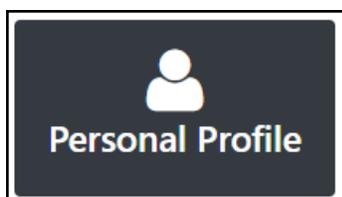
Monitoring LRP Application Status and Submissions Through Status

2.17 Monitoring Reference Letters Submission Through Personal Profile

You can access your personal profile in eRA Commons to monitor the submission of reference letters. You cannot view and read the submitted letters, but you can see who submitted letters and when.

To check who has submitted reference letters in support of your LRP application:

1. Log into eRA Commons (see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm): <https://era.nih.gov/erahelp/commons/#Commons/access/login.htm> for help.)
2. Click the Personal Profile button on the eRA Commons home page.



3. Scroll to the *Reference Letters* section on the personal profile and expand it, as shown here.

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will NOT save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.
PLEASE NOTE: After creating or connecting your ORCID iD please close all tabs and windows of the browser you have been working with to ensure a full logout of the system.

[+ View All](#)

- Name and ID [?](#) [Edit](#)
- Demographics [?](#) [Edit](#)
- Employment [?](#) [Edit](#)
- Reviewer Information [?](#) [Edit](#)
- Education [?](#) [Edit](#)
- Reference Letters [?](#)

These entries will stay on this page beyond the award for which they were received.

Date Received	Reference Letter From	Supporting Application
July 29, 2021	TOTH, TERESA Department: NIH teresa@nih.gov	Award: FOA: LRP-00-007

- Publications [?](#)
- xTRACT Information [?](#)

Personal Profile

Dr Sherin Lark

Roles:
PI - Principal Investigator

Person ID:
14972439

ORCID ID:
Unavailable [?](#)

[Create or Connect your ORCID iD](#)
[Create or Connect your ORCID iD](#)

Personal Profile Summary ✓

- Name and ID ✓
- Demographics ✓
- Employment ✓
- Reviewer Information ✓
- Education ✓
- Reference Letters ✓
- Publications ✓
- xTRACT Information ✓

Information

Profile updated:
07/29/2021
Change your password [?](#) by:
10/20/2021

PPF Privacy Act Notification Statement [?](#)

2.18 Monitoring LRP Application Status and Submissions Through Status

You can view the status, activity, and submissions for your LRP application. View the Status Information screen, which is within the Status module, to monitor your submission. Reference letter information, such as submitter name and submission date, is available in the Status Information screen.

Loan Repayment Program (LRP)



Contacts

Administration:
Name:
Email:

Latest Update

Notice: test

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDIT/EST
 Web: <http://grants.nih.gov/support>
 Toll-free: 866-504-9552
 Phone: 301-402-7469
 Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Status Information

Filter x

2 L30

Status: Application entered into system **Project Title:** My Study

PI Name: MED, HAFAH **NIH Appl. ID:** 10365638

Status

PI Name: MED, HAFAH

LRP Type: Extramural **Primary Preferred IC:** NIAAA

Award Type: Renewal **Secondary Preferred IC:** ORIP

Type: Mentored **Not Preferred IC:** FIC

eApplication Status: Submitted to Agency **Application Submission Date:** 07/22/2021

Notice: test

Other Relevant Documents

Doc #	Group	Document Name	Document Details
1	Main	Electronic Cover Sheet	
2	Main	e-Application	
3	Main	Loan Information	
4	Main	Eligibility Questions	
5	Main	Certifications for Online Application	
6	Main	Certifications for Online Application	
7	Main	LRP Contracts	
8	Main	LRP Contracts	

Correspondence

General Correspondence

[Welcome Package - 07/02/2021](#)
[Application Submission Confirmation Letter - 07/22/2021](#)
[Application Submission Confirmation Letter - 07/22/2021](#)
[07/28/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter resubmitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Mentor - To Applicant](#)
[07/23/2021 - Reference Letter resubmitted by Mentor - To Applicant](#)
[08/03/2021 - Mentor/Referee letter not submitted - To Applicant \(22\)](#)

Institute/Center Assignment

No data available.

Status History

Effect Date	Status Message

Reference Letter(s)

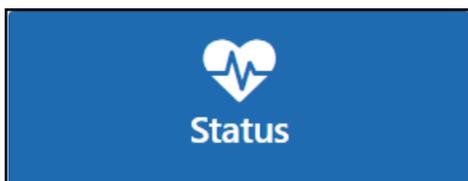
This list shows Reference Letters associated with this particular Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters

Referee Name	Organization/Affiliation	E-Mail
Fredon, Piers	Lido	piers@nih.gov
Veni, Phamuri	NIH	Phamuri@NIH.GOV

Mentor Letter(s)

To access the Status Information screen:

1. Log into eRA Commons (see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm): <https://era.nih.gov/erahelp/commons/#Commons/access/login.htm> for help.)
2. Click the Status button on the eRA Commons home page.



The Status: PI Search screen appears.

A screenshot of the eRA Commons Status: PI Search screen. The page has a navigation bar at the top with links: Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, xTrain, xTRACT, Admin Supp, eRA Partners, Non-Research. The main content area is titled "Status: PI Search" and includes a notice: "The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk." Below this is a paragraph explaining the search results. There are three main sections: "Recent/Pending eSubmissions" with a list of three items and a right-pointing arrow; "List of Applications/Awards" with a list of four items and a right-pointing arrow; and "Search by Grants.gov Tracking Num" with a text input field and a "Search" button. Red boxes highlight the "List of Applications/Awards" section header and its corresponding arrow button.

3. Under List of Applications/Awards, click the arrow button, outlined in red above.

The Status Result - List of Applications/Awards screen appears.

Loan Repayment Program (LRP)

U.S. Department of Health & Human Services | NIH | National Institutes of Health | Office of Extramural Research | Sherry Larkins | Help | Contact Us | Logout

Electronic Research Administration
A program of the National Institutes of Health

Home | Admin | Institution Profile | Personal Profile | Status | ASSIST | Prior Approval | RPPR | xTrain | xTRACT | Admin Supp | eRA Partners | Non-Research

Notes & Tips: « Return to PI Search

- Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

Status Result - List of Applications/Awards Grouped View | Flat View

Application ID Not Yet Assigned: 1 - TBD (Project Period) | LARKINS, SHERRY (PD/PI) | Teresa Research Project (Title) | Application has been entered into computer

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
1L70 000000-00	LRP0000008310	Teresa Research Project	LARKINS, SHERRY (PI)	Submission Complete	Application has been entered into computer	08/10/2021	[+]

4. Click the [+] icon (outlined above at right), which opens the listing.
5. Click the **Application/Award ID** number, outlined in red above.

This opens the *Status Information* screen for the LRP application, where you can monitor your application for required inputs from other participants, such as your referees, mentor, and institutional business official (IBO) or IC Coordinator.

3 Using ASSIST to Complete an LRP Application

For Intramural or Extramural LRP Applicants

To apply for a Loan Repayment Program (LRP) award, you must complete an application in ASSIST. You will first initiate your LRP application. Once initiated, it usually takes several days to prepare, complete, and submit your LRP application because multiple individuals participate in the process. You cannot delete an application once it is initiated, however, if you possess the PI/PD (principal investigator/program director) role, you can update its submission status to 'Abandoned'.

Follow the directions below to initiate an LRP application. See [Overview of Loan Repayment Program Help](#) for general tasks and a list of participants who must act in support of the application.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

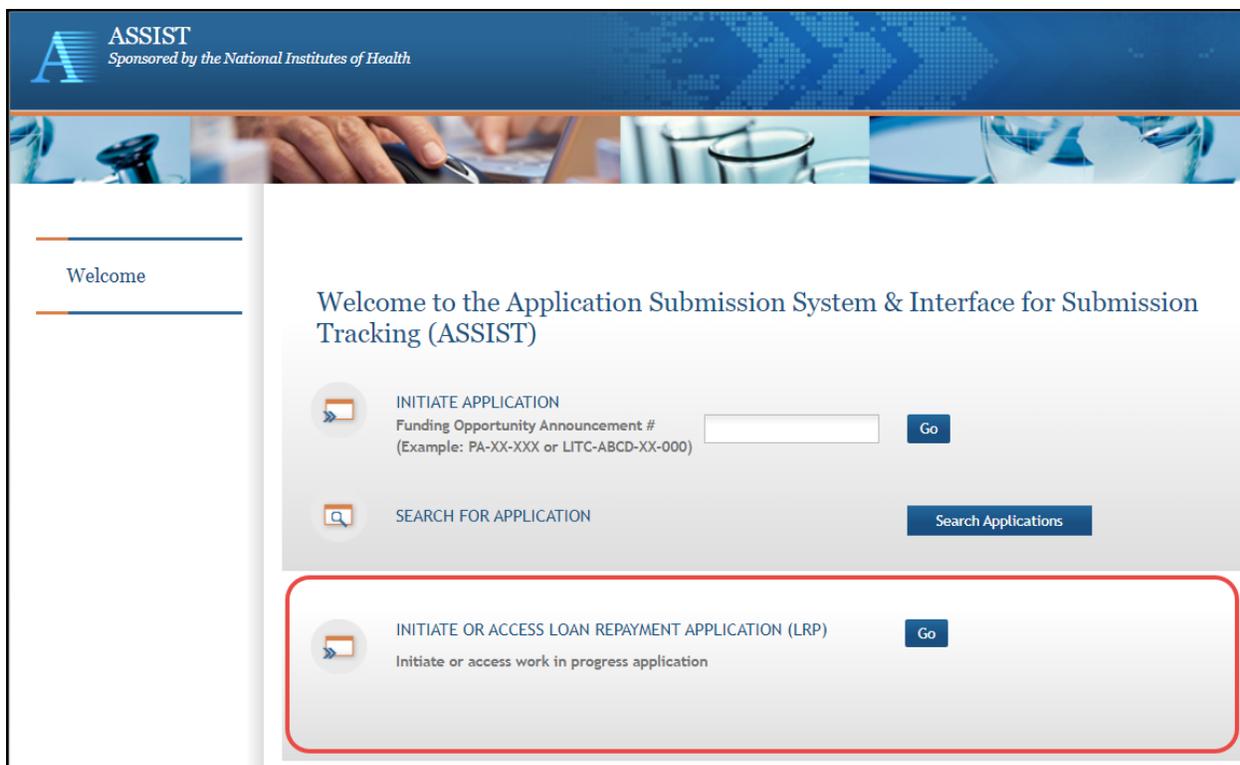
(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

Initiating a LRP Application

1. Log into ASSIST; see [Logging into ASSIST](#).
(<https://era.nih.gov/erahelp/ASSIST/Default.htm>)

The Welcome screen appears.



The top part of the Welcome screen is intended for grant applicants. LRP applicants use only the bottom option, titled **INITIATE OR ACCESS LOAN REPAYMENT APPLICATION**.

NOTE: If you have previously initiated a LRP application, clicking the **Go** button takes you to your work-in-progress application. In that case, see [Filling Out LRP Application Forms](#) for directions for completing the application.

2. If you have not previously initiated a LRP application, click the **Go** button in the LRP section of the Welcome screen.

The Initiate Loan Repayment Program Application screen appears.

Home > Initiate Application

Initiate Loan Repayment Program Application ?

* Award Type New Renewal

* LRP Subcategory

* Are you an Independent Researcher or has a Mentor I am an independent researcher I am a mentored research scientist

* Organization

3. Select options that describe the award you are applying for, and click the **Initiate Application** button. See the [LRP website](#) for details on each subcategory.

IMPORTANT: For intramural applications, the **I am a mentored research scientist** option is selected by default and disabled, as mentoring is required for intramural LRP awardees.

If you need to make a change on this screen after initiating your application, you can come back to these options later (except for **Organization**) by clicking the **Change LRP Subcategory** button to the left of your application forms.

NOTE: You must have a prior award to initiate a "Renewal" type application. If you attempt to initiate a "Renewal", and there is no prior LRP award associated with your Commons account, you will receive an error, *"Our system does not show a prior LRP award associated with this Commons ID..."*

4. Select your organization; only those organizations to which your eRA Commons profile is associated appear in the dropdown. You cannot change your organization after initiating the application.

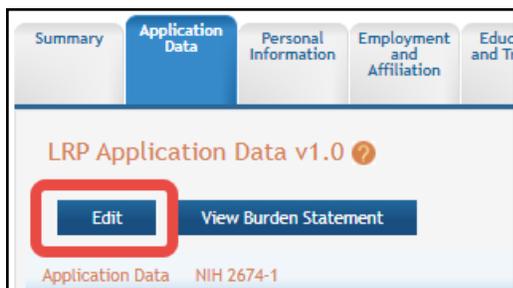
After you initiate the application, you are shown a series of ten tabs, each of which opens a form. See the next section.



Filling Out LRP Application Forms

The basic steps you take to complete the application are:

1. Navigate to each form by clicking its tab.
2. Click the form's **Edit** button to make the form editable.



3. Fill out forms, taking care to complete required fields, marked with a red asterisk. For details on individual fields and what they mean, see the [Instruction Guides for LRP Applicants \(Intramural and Extramural\)](#). For general steps for using a form, see the following topics:

- [Summary](#)
- [Application Data \(Extramural\)](#) or [Application Data \(Intramural\)](#)
- [Personal Information](#)
- [Employment and Affiliation \(Extramural\)](#) or [Employment and Affiliation \(Intramural\)](#)
- [Education and Training](#)
- [Research Information \(Extramural\)](#) or [Research Information \(Intramural\)](#)
- [Colleague Information \(Extramural\)](#) or [Colleague Information \(Intramural\)](#)
- [Loan Information](#)

- [Funding Information \(Extramural\)](#) or [Funding Information \(Intramural\)](#)
 - [Certify & Submit](#)
4. Before leaving each form, click the **Save** button at the bottom of the form.
The **Save** button performs basic validations to ensure that all required elements of the form have been filled out. If required fields are incomplete, a message lists incomplete fields and incomplete fields are also highlighted in red.
 5. Validate and submit the application for review by the Division of Loan Repayment (DLR); see [Validating and Submitting an LRP Application](#) for details.
 6. After submitting the application, monitor the submission of reference letters (see [Monitoring Reference Letters Submission Through Personal Profile](#)) and institutional business official (IBO) or IC Coordinator certification via the *Status Information* screen (see [Monitoring LRP Application Status and Submissions Through Status](#)).

3.1 Summary

For Intramural or Extramural LRP Applicants

After initiating an LRP application, you see the application, which consists of ten forms. The first form you see is the Summary form, which contains information about your application. Initially you do not do anything on this form, but after you complete all the forms, you will come back to the *Summary* form to submit.

Note the **Application Close Date**; this is the date by which you must submit your application. All reference letters must be submitted by this date. Your institutional business official or IC Coordinator must have completed your initial certification by this date. Application deadlines are located on the home page of the LRP website at <https://www.lrp.nih.gov/>.

For information on filling out forms, see [Using ASSIST to Complete an LRP Application](#).

For more information on submitting, see [Validating and Submitting an LRP Application](#).

[Contact the LRP Information Center](#) (<https://www.lrp.nih.gov/contact-engage>) if you have questions or receive a warning that you are applying for an incorrect award type (new or renewal).

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

The screenshot displays the 'LRP Application Information' page. At the top, there is a navigation bar with tabs for 'Summary', 'Application Data', 'Personal Information', 'Employment and Affiliation', 'Education and Training', 'Research Information', 'Colleague Information', 'Loan Information', 'Funding Information', and 'Certify & Submit'. The 'Summary' tab is selected. Below the navigation bar, the page title 'LRP Application Information' is followed by a list of application details:

Application Identifier:	64209
Application Project Title:	
Application Close Date:	08/30/2021
Applicant Name:	Achiro, Jennifer McGrady
Organization:	UNIVERSITY OF CALIFORNIA LOS ANGELES
Status:	Work in Progress <input type="button" value="Submit Application"/>

3.2 Application Data

For Extramural LRP Applicants

The *Application Data* form contains information about your application that you selected when initiating your application. It also contains other selections and questions that help determine your preferences and eligibility.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:
[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)
(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)
[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)
Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Application Information ?

- Summary
- Application Data
- Personal Information
- Employment and Affiliation
- Education and Training
- Research Information
- Colleague Information
- Loan Information
- Funding Information
- Certify & Submit

LRP Application Data v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/21/2022

- Edit
- View Burden Statement

Expand All * Required field(s)

Application Data NIH 2674-1 ▲

Award Type	RENEWAL
Are you Applying for an Intramural or Extramural Loan Repayment Program?	EXTRAMURAL
LRP Subcategory you are applying for	Health Disparities Research
* Award Length	<input type="radio"/> One Year <input checked="" type="radio"/> Two Years <input type="radio"/> Three Years
Are you an Independent Researcher or has a Mentor?	I am a mentored research scientist
Preferred IC	<input type="text" value="--- Select Institute or Center (IC) ---"/>
Preferred IC (secondary choice)	<input type="text" value="--- Select Institute or Center (IC) ---"/>
Not Preferred IC	<input type="text" value="--- Select Institute or Center (IC) ---"/>

Eligibility Questions ▲

- * 1) Do you receive any research funding support or salary from a for-profit institution or organization? Yes No
- * 2) During the LRP award, will you be participating in a Federal Government fellowship (i.e., VA, CDC, DOD)? This does not include NIH fellowships or grants. Yes No
- * 3) Are you a full-time (5/8 or greater) employee of a U.S. Government agency (CDC, DOD, or the Veteran's Administration)? Please note, receiving research or salary support from Federal grants or fellowships does not equate employment by the Federal government. Yes No
- * 4) Do you or did you ever have a judgment lien arising from a federal debt? Yes No
- * 5) Do you owe a service obligation to another program that cannot be deferred? Yes No
- * 6) Have you ever defaulted on an educational loan or are you currently delinquent (more than 90 days past due) on an educational loan? Yes No
- * 7) Will you have at least \$2,000 of eligible educational debt on the contract start date? Yes No
- * 8) 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? Yes No
- * 9) Are you an individual from a health disparity (HD) population? NIH-designated U.S. health disparity populations include Blacks/African Americans, Hispanics/Latinos, American Indians/Alaska Natives, Asian Americans, Native Hawaiians and other Pacific Islanders, socioeconomically disadvantaged populations, underserved rural populations, and sexual and gender minorities. Please note: An applicant is not required to be from an HD population in order to apply to the HD Research LRP. Yes No

- * 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

To complete the *Application Data* form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).

NOTE: The **Award Length** is constrained by rules of the subcategory.

3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.3 Personal Information

For Intramural or Extramural LRP Applicants

The *Personal Information* form collects personal information for important administrative purposes. Additional information, such as gender, race, ethnicity, and disability status are also collected here. The information on this form is prepopulated from your eRA Commons personal profile where possible.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Application Information ?

- Summary
- Application Data
- Personal Information**
- Employment and Affiliation
- Education and Training
- Research Information
- Colleague Information
- Loan Information
- Funding Information
- Certify & Submit

LRP Personal Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/21/2022

[Edit](#) [View Burden Statement](#)

Expand All * Required field(s)

Personal Information NIH 2674-1

* NIH Commons ID	<input type="text" value="SLARKINS"/>
ORCID	<input type="text"/>
* First Name (Legal)	<input type="text" value="Sherry"/>
Middle Name (Legal)	<input type="text"/>
* Last Name (Legal)	<input type="text" value="Larkins"/>
Suffix (Legal)	<input type="text" value="---Select Suffix---"/>
First Name (Other)	<input type="text"/>
Middle Name (Other)	<input type="text"/>
Last Name (Other)	<input type="text"/>
Suffix (Other)	<input type="text" value="---Select Suffix---"/>
* Work E-Mail	<input type="text" value="eRATest@mail.nih.gov"/>
* Confirm Work E-Mail	<input type="text" value="eRATest@mail.nih.gov"/>
Other E-Mail	<input type="text"/>
* U.S./Non-U.S.	<input type="radio"/> U.S. <input type="radio"/> Non-U.S.
* Home Address Line 1	<input type="text" value="3404 N. Poinsettia Ave"/>
Home Address Line 2	<input type="text"/>
* City	<input type="text" value="Manhattan BEach"/>
* State	<input type="text" value="CA: California"/>
* Zip Code	<input type="text" value="90266"/>
* Country	<input type="text" value="USA: UNITED STATES"/>
* Work Phone	<input type="text" value="323-828-8850"/> Ext. <input type="text"/>
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
* Preferred Contact	<input type="text" value="--Select Preferred Contact--"/>
* Date of Birth	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other <input type="radio"/> Prefer not to answer
What is your race? Check all that apply.	<input type="checkbox"/> American Indian, Native American, or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other - Please specify <input type="text"/> <input type="checkbox"/> Prefer Not to Answer
Are you Hispanic, Latino/a, or of Spanish origin?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Prefer not to answer
if Hispanic, check all that apply.	<input type="checkbox"/> Mexican, Mexican American, Chicano/a <input type="checkbox"/> Central American (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama) <input type="checkbox"/> Puerto Rican

To complete the *Personal Information* form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).
3. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.4 Employment and Affiliation

For Extramural LRP Applicants

The Employment and Affiliation form contains information about your employer (required) and your academic affiliation (optional).

You must list the organization you will be conducting research for during the LRP contract period, starting next July 1. If there is a change in your employment after you submit your application, you can submit a change of institution (COI) during the application cycle up until January 31.

NOTE: your employer/organization must be a domestic, nonprofit organization to meet NIH LRP eligibility requirements. If you are employed by or receive support from a for-profit organization, you are not eligible for NIH LRP awards.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

The screenshot shows the 'Application Information' page with the 'Employment and Affiliation' tab selected. The form title is 'LRP Employment and Affiliation v1.0'. It includes a navigation bar with tabs for Summary, Application Data, Personal Information, Employment and Affiliation, Education and Training, Research Information, Colleague Information, Loan Information, Funding Information, and Certify & Submit. The form has an 'Edit' button and a 'View Burden Statement' button. A checkbox for 'Expand All' is checked. The form is divided into two sections: 'Employment Organization' (NIH 2674-1) and 'Academic Affiliation' (NIH 2674-1). The 'Employment Organization' section has a required field for 'Organization Type' with radio buttons for 'University' and 'Hospital, Clinic, or Other Type of Organization'. The 'Academic Affiliation' section has fields for 'State' (dropdown), 'Zip/Postal Code', 'University' (dropdown), 'Campus/Subunit', 'College/School', 'Department', 'Additional Information(e. Center, Division, Branch, etc)' (text area), 'Position Title' (dropdown), and 'Start Date'. 'Save' and 'Cancel' buttons are at the bottom.

There are two sections on this form: your *Employment Organization*, and your *Academic Affiliation*, the former of which is required, and the latter of which is not optional.

To complete the Employment and Affiliation form:

1. Click the **Edit** button to enable editing the form.
2. Select an **Organization Type**, whereupon a set of fields appears where you can further identify the organization.

NOTE: After you choose a state, the **University** or **Hospital/Clinic/Other Organization** dropdown filters to employers in that state only, of the type you chose. Before you select a state, the **University** or **Hospital/Clinic/Other Organization** dropdowns are empty.

3. Make selections for each field taking special care to complete required fields, which are marked with red asterisks (*).
4. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.5 Education and Training

For Intramural or Extramural LRP Applicants

The Education and Training form collects information about your academic and training history, including conferred degrees and postdoctoral fellowships. Most [extramural](#)¹ LRP subcategories require applicants to hold an M.D., Ph.D., or equivalent doctoral-level degree to qualify for an award.

You must enter at least one qualifying degree. Review the [LRP website](#) for degree requirements for the subcategory to which you are applying. If you do not currently hold a qualifying degree, but anticipate it to be conferred before the start of your LRP award, you may still be eligible to apply. In this case, add a new entry for education, and enter your expected degree year in the appropriate field.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

¹employed outside NIH

LRP Application Information

Summary Application Data Personal Information Employment and Affiliation **Education and Training** Research Information Colleague Information Loan Information Funding Information Certify & Submit

Education and Training v1.0 OMB Number: 0925-0361 Expiration Date: 10/31/2022

Edit View Burden Statement Expand All * Required field(s)

Education Information NIH 2674-1 Add New Entry

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD	University of Michigan	2019			Y	Edit View

Postdoctoral Fellowship Information NIH 2674-1 Add New Entry

Conferring Institution	Start Date	End date	Percent Of Time Spent	Specialty	Subspecialty	Action
University of Dearborn	08/01/2017	08/01/2018	100	pediatrics		Edit Remove

Save Cancel

There are two main sections on the *Education and Training* form: the top section for *Education Information*, and the bottom section for *Postdoctoral Fellowships*.

3.5.1 Adding a New Education Record

To complete the *Education Information* (top) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.
2. To add an education entry, click the **Add New Entry** for the *Education Information* (top) section.

Loan Repayment Program (LRP)

Education and Training v1.0 ? OMB Number: 0925-0361
Expiration Date: 10/31/2022

[Edit](#) [View Burden Statement](#) Expand All * Required field(s)

Education Information NIH 2674-1 [Add New Entry](#)

Entry #	Degree	Conferring institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	Univ of Hampshire, Univ of Hampshire	2019 2020			Y	Edit View
2	Doctor of Chiropractic	Univ of Midland	2011			N	Edit View

Postdoctoral Fellowship Information NIH 2674-1 [Add New Entry](#)

Conferring Institution	Start Date	End date	Percent Of Time Spent	Specialty	Subspecialty	Action
Postdoctoral Fellowship information is not provided						

The Education screen appears where you can specify the degree and one or more residencies. This screen displays different fields depending on which degree you choose.

Education v1.0 ?

Edit Expand All * Required field(s)

Degree Detail

* Education M.D.(terminal degree program)
 Ph.D(terminal degree program)
 M.D.-Ph.D
 Other Doctoral Degree
 Non Doctoral Degree

* MD Conferring Institution

* MD Year Degree Conferred

MD Specialty

MD Subspecialty

* PhD Conferring Institution

* PhD Year Degree Conferred

PhD Specialty

PhD Subspecialty

Residency

Institution	Start Date	End date	Percent Of Time Spent (0-100)	Specialty	Subspecialty	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Add New Residency

Save Save and Add Cancel Remove Education

3. Specify a degree, which causes several other fields to appear, which you must fill out.

For some degrees (M.D., M.D.-Ph.D or Doctor of Osteopathy), you must add a residency associated with the education.

4. Click the **Add New Residency** button as many times as necessary to record your residencies and fill out the fields that appear. Click the **Delete** button if you make a mistake.

5. When finished, click the **Save** button.

NOTE: After you **Save**, you can delete an education entry. Make sure the form is editable before you click the **Edit** button on the row you wish to remove.

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	sdf, dfg	2019 2020			Y	Edit View
2	Doctor of Chiropractic	asdf	2011			N	Edit View

Then click the **Remove Education** button at the bottom of the screen.



3.5.2 Adding a New Postdoctoral Record

To complete the *Postdoctoral Fellowship* (bottom) section of the *Education and Training* form:

1. Click the **Edit** button to enable editing the form.
2. To add a postdoctoral fellowship, click the **Add New Entry** for the *Postdoctoral Fellowship* (bottom) section.

Education and Training v1.0

OMB Number: 0925-0361
Expiration Date: 10/31/2022

Expand All * Required field(s)

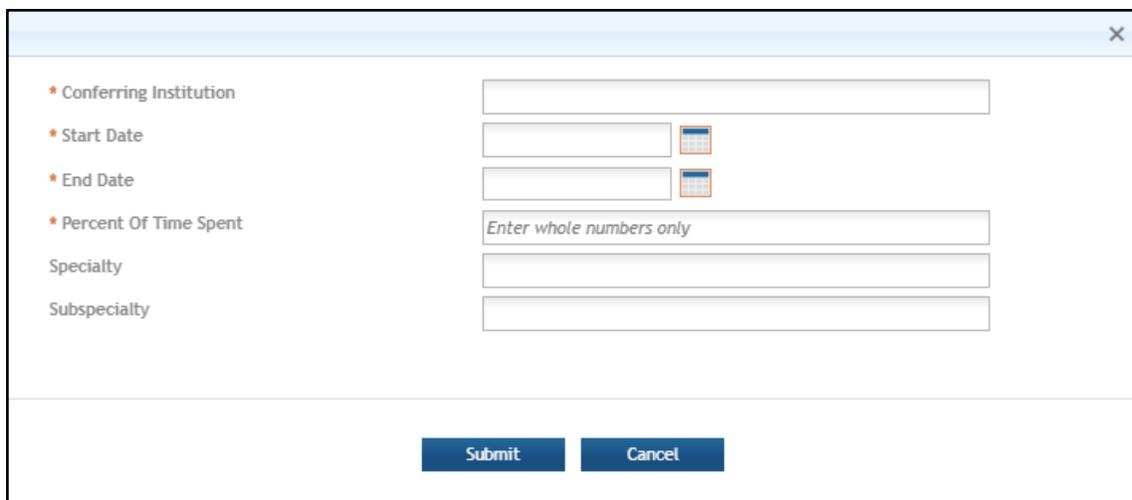
Education Information NIH 2674-1

Entry #	Degree	Conferring Institution	Year	Specialty	Subspecialty	Residency	Action
1	MD PhD Combined Program	Univ of Hampshire, Univ of Hampshire	2019 2020			Y	Edit View
2	Doctor of Chiropractic	Univ of Midland	2011			N	Edit View

Postdoctoral Fellowship Information NIH 2674-1

Conferring Institution	Start Date	End date	Percent Of Time Spent	Specialty	Subspecialty	Action
Postdoctoral Fellowship information is not provided						

A popup appears where you enter postdoctoral fellowship details.



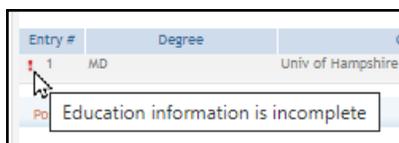
A screenshot of a web form for entering education information. The form is titled with a close button (X) in the top right corner. It contains the following fields:

- Conferring Institution: A text input field.
- Start Date: A date input field with a calendar icon.
- End Date: A date input field with a calendar icon.
- Percent Of Time Spent: A text input field with the placeholder text "Enter whole numbers only".
- Specialty: A text input field.
- Subspecialty: A text input field.

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

3. Fill out the fields in the popup and click **Submit**.
4. When finished, click the **Save** button. The form will be validated and alert you about any potential errors.

If you notice a red exclamation point next to an education entry, it means the entry is not complete. Click the entry's **Edit** button to complete it.



3.6 Research Information

For Extramural LRP Applicants

The *Research Information* form of the LRP Application requires you to develop and submit several research-related PDFs related to your LRP application. For formatting instructions, such as page limits, format requirements, filenames, file size, citation information, and more, refer to the *Research Information* section of the instruction guide referenced below:

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide.pdf)

Guide_Intramural.pdf)
Also see the [LRP website](https://www.lrp.nih.gov/). (https://www.lrp.nih.gov/)

Application Information ?

Summary Application Data Personal Information Employment and Affiliation Education and Training **Research Information** Colleague Information Loan Information Funding Information Certify & Submit

LRP Research Information v1.0 ? OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit **View Burden Statement** Expand All * Required field(s)

Research Project/Activities NIH 2674-6

* Research Project Title

* Project Abstract ? Enter up to 2000 characters

Characters Remaining: 2000

* Research Project/Activities **Add Attachment** Delete Attachment View Attachment

Research Environment NIH 2674-6

* Research Environment **Add Attachment** Delete Attachment View Attachment

Training and Mentoring Plan NIH 2674-6

* Training and Mentoring **Add Attachment** Delete Attachment View Attachment

Research Accomplishments NIH 2674-8

* Research Accomplishments **Add Attachment** Delete Attachment View Attachment

Applicant's NIH Biosketch

* NIH Biosketch **Add Attachment** Delete Attachment View Attachment

Personal Statement NIH 2674-2

* Personal Statement **Add Attachment** Delete Attachment View Attachment

Save Cancel

To complete the *Research Information* form:

1. Click the **Edit** button to enable editing the form.

NOTE: The title you enter in the **Research Project Title** field will also be used in the IBO portal to identify your application title. Enter a **Project Abstract** (2000 character limit).

2. For each required attachment, click the **Add Attachment** button, select a file, and click the **Submit** button.
3. Optionally, after adding an attachment, you can click **View Attachment** to view it with your browser's PDF viewer, click **Delete Attachment** to remove the file, or click **Replace Attachment** to replace the file with another. When replacing a file, you should give the new file a file name that is different than the file name given to the previously uploaded document (e.g., Personal Statement Version2) as this would allow you to ensure that the new/replacement document was successfully uploaded.
4. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.7 Colleague Information

For Extramural LRP Applicants

The Colleague Information form collects information about your [research supervisor](#), [mentor](#), and [institutional business official](#) (IBO). You should complete the *Colleague Information* form of the application at least two weeks before the submission deadline to give your referees, mentor, and IBO time to submit documents in support of your application by the deadline. The IBO you enter must possess a BO Commons role and be at the same organization that you specified when you initiated the LRP application.

Once the colleague information is entered and the form saved, an email is automatically sent to the mentor (for mentored researchers) and IBO with instructions to submit their documents. The NIH does not contact your referees, you must reach out to them individually; see *For Extramural LRP Applicant: Reference Letters and Monitoring Submissions*.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](#). (<https://www.lrp.nih.gov/>)

Application Information ?

- Summary
- Application Data
- Personal Information
- Employment and Affiliation
- Education and Training
- Research Information
- Colleague Information**
- Loan Information
- Funding Information
- Certify & Submit

LRP Colleague Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/21/2022

[Edit](#) [View Burden Statement](#)

Expand All * Required field(s)

Research Supervisor NIH 2674-1 ▲

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Organization

* Position Title

Primary Mentor NIH 2674-1 ▲

* Check here if the person you have entered as your Research Supervisor is also your Primary Mentor

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Organization

* Position Title

* NIH Biosketch (5 page limit) [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

Additional NIH Biosketch [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

*You may upload the NIH biosketch of an additional person, identified in your mentoring plan, who will continue to the mentoring of this applicant

Institutional Business Official NIH 2674-10 ▲

* NIH Commons ID [Populate fields from Credentials](#)

* Organization UNIVERSITY OF CALIFORNIA LOS ANGELES

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

[Save](#)

[Cancel](#)

To complete the Colleague Information form:

1. Click the **Edit** button to enable editing the form.
2. Read and make selections for each field. Required fields are marked with red asterisks (*).
3. To copy *Research Supervisor* information to the fields in the *Primary Mentor* section, click the checkbox at the top of the *Primary Mentor* section.
4. In the *Institutional Business Official* section, to save time, you can enter the NIH Commons ID and click the **Populate fields from Credentials** button. This populates the fields according to the personal profile associated with the eRA Commons ID entered.
5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.8 Loan Information

For Intramural or Extramural LRP Applicants

New applicants must list their educational loans on the *Loan Information* form. If the LRP application's **Award Type** is **Renewal**, this form is blank and you do not need to complete it. Loans from the same loan servicing agent and of the same loan type should be combined into a single entry (e.g., MOHELA, Stafford).

Not all educational loans are eligible for repayment by the NIH LRPs. For example, foreign loans are not eligible for repayment. Refer to the LRP website for specific information regarding loan eligibility. If you enter a loan in this section that is ineligible, it will be removed from your loan portfolio. All the information necessary to complete this section should be available on your student loan account statement(s). At least one loan must be entered, but you should enter all the loans you wish to be considered for repayment by the LRP.

See the guide linked below for eligibility details on loans.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

The screenshot shows the 'LRP Application Information' page with the 'Loan Information' tab selected. The page title is 'LRP Loan Information v1.0'. There are navigation tabs for Summary, Application Data, Personal Information, Employment and Affiliation, Education and Training, Research Information, Colleague Information, Loan Information (active), Funding Information, and Certify & Submit. Below the tabs, there are buttons for 'Edit' and 'View Burden Statement'. On the right, there is a checkbox for 'Expand All' and a note '* Required field(s)'. The main content area shows 'Loan Information NIH 2674-4' and an 'Add New Entry' button. Below this is a table with columns: Lending Institution/Service Agent, Loan Type, Original Loan Amount, Current Balance, Loan Status, and Action. The table currently contains the text 'Loan information is not provided'. At the bottom, there is a checkbox with the text '* By checking this box, I confirm that I have entered information for all loans that I wish to be considered in this application' and two buttons: 'Save' and 'Cancel'.

To complete the *Loan Information* form:

1. Click the **Edit** button to enable editing the form.
2. Click the **Add New Entry** button, which opens a popup where you can enter loan details.

The screenshot shows a popup form for entering loan details. It has a close button (X) in the top right corner. The form contains the following fields:

- * Name of Lending Institution/Service Agent: FedLoan Servicing (PHEAA) (dropdown)
- * Loan Type: Academic Institutional Loan (dropdown)
- * Loan Origin: U.S. Non-U.S.
- * Original Loan Amount: 50000 (text input)
- * Current Balance: 45000 (text input)
- * Loan Status: Repayment (dropdown)

At the bottom of the popup are two buttons: 'Update' and 'Cancel'.

3. Enter loan details and click the **Update** button. Required fields are marked with red asterisks (*).

4. Click the **Save** button on the *Loan Information* form when finished. The form will be validated and alert you about any potential errors.

3.9 Funding Information

For Extramural LRP Applicants

The Funding Information form contains details of your research funding. Your research must be funded by a domestic nonprofit entity to be eligible for an NIH LRP award. Funding sources may include NIH grants; grants from other federal, state, or local entities; and non-profit organizations. Your research may also be supported by start-up funds or the salary you receive from your nonprofit employer. You may have more than one funding source in some combination of the above.

Reference the *Research Funding Information* section in the document linked below for help on fields on this form.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Application Information ?

Summary Application Data Personal Information Employment and Affiliation Education and Training Research Information Colleague Information Loan Information **Funding Information** Certify & Submit

LRP Funding Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit View Burden Statement

Expand All * Required field(s)

Funding Information NIH 2674-19

Funding support for your research activity is provided by which of the following? (Check all that apply)

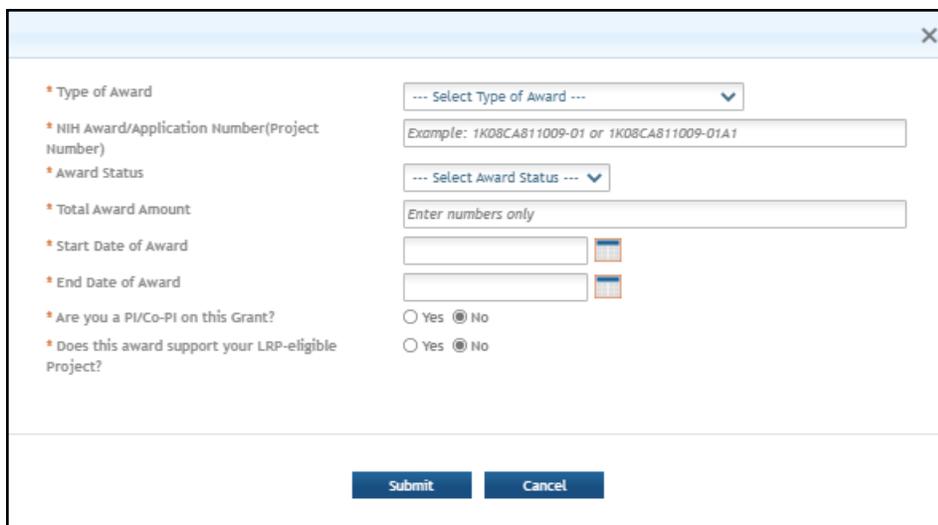
As a part of your salary from your employer (e.g., your university, hospital etc.)

With start-up funds from your employer(e.g., your university, hospital, etc.)

Through research grant(s) or award(s). (Please enter grant information below.)

To complete the Funding Information form:

1. Click the **Edit** button to enable editing the form.
2. Mark all checkboxes that are applicable to the funding of your research.
3. If you click the third checkbox, **Through research grant(s)...**, a set of fields appears, where you must specify at least one funding source. Click the **Add New Entry** button for one of these types of funding and fill out the popup that appears:
 - NIH Grant Support
 - Other Government Research Funding
 - Other Non-Profit Research Funding



The screenshot shows a web form for adding a new award. It includes the following fields and options:

- Type of Award: A dropdown menu with the text "... Select Type of Award ...".
- NIH Award/Application Number(Project Number): A text input field with the example text "Example: 1K08CA811009-01 or 1K08CA811009-01A1".
- Award Status: A dropdown menu with the text "... Select Award Status ...".
- Total Award Amount: A text input field with the placeholder text "Enter numbers only".
- Start Date of Award: A date picker field.
- End Date of Award: A date picker field.
- Are you a PI/Co-PI on this Grant?: Radio buttons for Yes and No, with No selected.
- Does this award support your LRP-eligible Project?: Radio buttons for Yes and No, with No selected.

At the bottom of the form are two buttons: "Submit" and "Cancel".

4. Click **Submit** in the popup after specifying the grant, and then optionally, click **Add New Entry** to add another award.
5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.10 Certify & Submit

For Intramural or Extramural LRP Applicants

On the *Certify & Submit* screen, complete the checkboxes to indicate that you have read the Certifications for Online Applications and your NIH Loan Repayment Program Contract. Completing these checkboxes and entering your name serves as your signature on these documents.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

To complete the *Certify & Submit* form:

1. Click the **Edit** button to enable editing the form.
2. Read each section and mark its checkbox. Required fields are marked with red asterisks (*).
3. Complete the first signed certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

LRP Application Information ?

Summary

Application Data

Personal Information

Employment and Affiliation

Education and Training

Research Information

Colleague Information

Loan Information

Funding Information

Certify & Submit

Certify and Submit v1.0 ? OMB Number: 0925-0361
Expiration Date: 10/21/2022

Edit

View Burden Statement

Expand All * Required field(s)

Certifications for Online Applications NIH 2674-9 ▲

Certification by Applicant/Borrower

* I hereby apply to enter into an agreement with the National Institutes of Health (NIH) for repayment of the educational loan(s) listed in my application. I hereby certify that: (1) all loans listed in this application were incurred solely for the costs of education, including reasonable living expenses, (2) all information provided in this application is true, complete, and accurate to the best of my knowledge and does not omit any material facts that would render any portion of this application false, fictitious, or fraudulent as a result of the omission, (3) I understand that any information provided in my application may be investigated and that any false representation is sufficient cause for rejection of the application, or, if awarded loan repayment, that I am liable for return of all awarded funds plus potential penalties and, (4) any false, fraudulent, or fictitious statement may be punishable as a felony under 18 U.S.C. § 1001, and in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

Authorization for Disclosure of Financial Information

* I hereby authorize the lending institution, servicing agent, and/or institutional program named in my application to release information about my loan or any loan owned, serviced, or administered by my lending institution, servicing agent, or program administrator to the administrators of the NIH Loan Repayment Programs (LRP) and other authorized Government officials. This authorization shall remain in effect during my application and participation in the NIH LRP and for 120 days after completion of any LRP contracted service.

Research Certification and Release of Service Obligation Information

* I certify that the named research project complies with applicable Federal, state and local laws (e.g., applicable human subject protection regulations) and is not research for which funding is prohibited by Federal law. I further authorize any program to which I owe a service obligation to release information about that obligation to administrators of the NIH LRP and other authorized Government officials.

Confidentiality Agreement and Request for Supporting Application Materials

* By checking this box, I understand that I voluntarily waive my right to inspect, view or otherwise obtain any letters of reference submitted by my mentor or recommenders in support of my NIH LRP application. I certify that I am requesting information and materials provided by these individuals to be included as components of my NIH LRP application. My application, including information and materials submitted by my recommenders and mentor, will be used by NIH officials to determine my eligibility/suitability for participation in an NIH LRP. I authorize administrators of the NIH LRP and other authorized U.S. Federal Government officials to contact the individual(s) who have submitted information on my behalf to request any additional information that may be needed to provide an appropriate review of my application. I understand that all materials submitted by other persons in support of my application shall be held in confidence and protected from unauthorized disclosure by officials of the NIH LRP according to Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

* I certify that I have read the above statements in their entirety. I understand that by checking this box I am providing my electronic signature on these certifications and it is intended to be the legally binding equivalent of my handwritten signature.

* Legal Name

First Name	Middle Name
Last Name	---Select Suffix---

4. Read the contract, and then complete the second certification by entering your name and clicking the accompanying certification checkbox. This serves as a legal signature.

Using ASSIST to Complete an

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June 09, 2022

Section E - Contract Termination

1. The NIH Director may terminate this Contract if, not later than 45 days before the end of the fiscal year in which the Contract was entered into, the individual:

- a. submits a written request for such termination; and
- b. repays all amounts paid on behalf of the individual under Paragraphs 1, 2 and 3 of Section A of this Contract.

* I certify that I have read the above statements in their entirety. I understand that by checking this box I am providing my electronic signature on these certifications and it is intended to be the legally binding equivalent of my handwritten signature.

* Legal Name

First Name	Middle Name
Last Name	---Select Suffix---

Save Cancel

5. Click the **Save** button when finished. The form will be validated and alert you about any potential errors.

3.11 Validating and Submitting an LRP Application

For Extramural or Intramural LRP Applicants

After you have filled out all required information, you can validate and submit your application. To submit, it is required that you possess a PI/PD role (principal investigator/program director) with the organization specified during LRP initiation. Validating the application ensures it is complete and error-free. If errors are found, the forms where they were found are listed. Before submitting, you should also verify that your referees (and mentor if you are a mentored research scientist) and IBO have submitted their required documents.

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](#)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (<https://www.lrp.nih.gov/>)

Each time you save changes on a form, a validation occurs to make sure you completed required fields. For instance, if you leave required fields blank you might see something like the following upon saving the form.

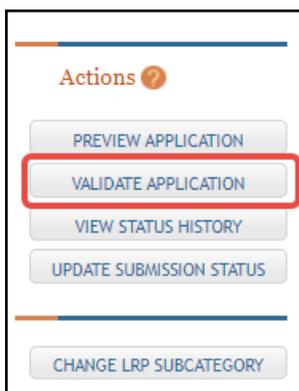


A screenshot of a web form with three fields: 'Cell Phone' (text input), '* Preferred Contact' (dropdown menu), and '* Date of Birth' (text input with a calendar icon). The 'Preferred Contact' dropdown is set to '--Select Preferred Contact--' and has a red error message 'Preferred Contact is required' below it. The 'Date of Birth' field is empty and has a red error message 'Date of Birth is required' below it.

However the **VALIDATE APPLICATION** button does a more thorough and detailed validation than the **Save** button validation.

3.11.1 Validating Your Application

After filling out all required fields, click the **VALIDATE APPLICATION** button on the left, which examines the application for completeness and errors. If errors are identified, you must fix them before you can submit your application.



A screenshot of an 'Actions' menu. The menu is titled 'Actions' with a question mark icon. It contains five buttons: 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'CHANGE LRP SUBCATEGORY'. The 'VALIDATE APPLICATION' button is highlighted with a red rectangular border.

You either see a screen listing errors and the form where they were found:

Application Errors and Warnings Results ?

 **Application Information**

Application Identifier: 64209
 FOA Number: NOT-OD-21-012
 Application Project Title: Covid Detection Training
 PD/PI Name: Achiro, Jennifer McGrady
 Organization:

✖ Errors

Total Errors to be corrected before the application can be submitted: 2

Form Name	Error Message
Research Information	The ACOSAssurBirmingham.pdf attachment has been uploaded multiple times on the LRP_Research_Information. Please make sure all files uploaded on the LRP_Research_Information have unique file names. (000.25)
Research Information	The ACOSAssurBirmingham.pdf attachment has been uploaded multiple times on the LRP_Research_Information. Please make sure all files uploaded on the LRP_Research_Information have unique file names. (000.25)

Or you see a screen that indicates no errors:

Application Errors and Warnings Results ?

 **Application Information**

Application Identifier: 64209
 FOA Number: NOT-OD-21-012
 Application Project Title: Covid Detection Training
 PD/PI Name: Achiro, Jennifer McGrady
 Organization:

All Validations Passed

If you see errors, go to the screens where errors were found and correct them.

If you see a message that "All Validations Passed", you are ready to submit your application, which is detailed in the next section.

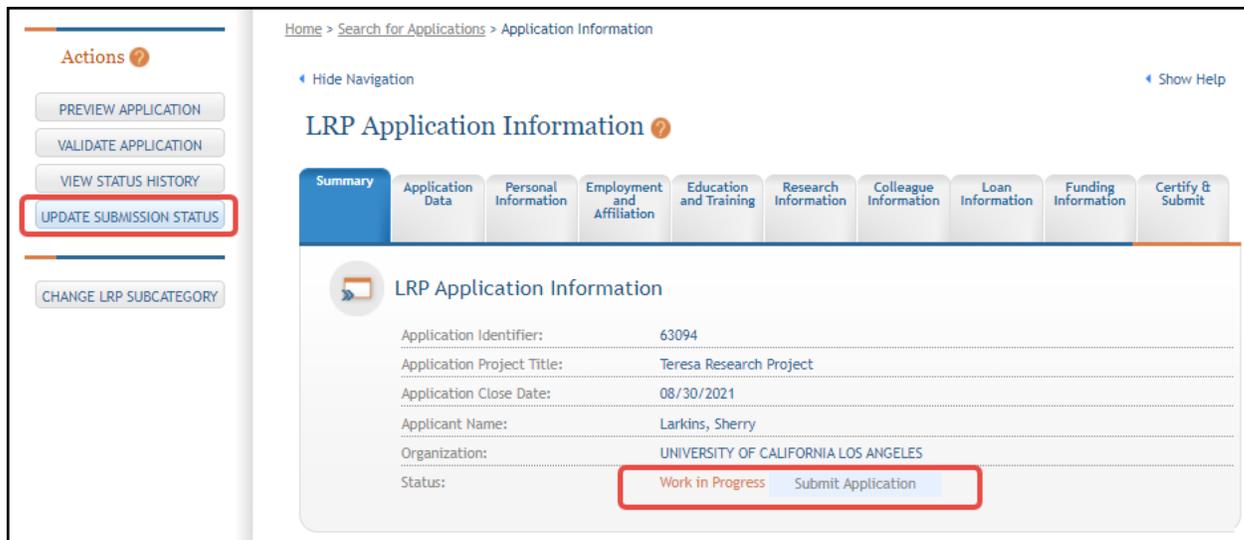
3.11.2 Submitting Your Application

The **Submit Application** button is on the *Summary* form but initially, it is disabled. To enable the **Submit Application** button, you must update submission status. Once you submit, you cannot make changes to an application.

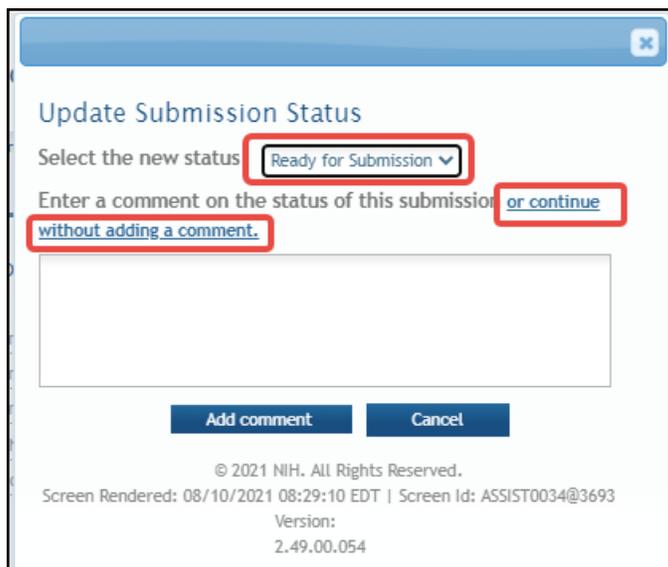
IMPORTANT: Once you update the submission status, you can no longer go to forms and click **Edit** to make changes. Do not update submission status until you are sure the information you entered is correct. If form errors are found, such as duplicate files or incomplete fields, clicking **Update Submission Status** will prompt you to fix the errors before continuing.

To submit your application:

1. After validation errors are fixed, click the **UPDATE SUBMISSION STATUS** button.



The *Update Submission Status* popup appears.



2. Select **Ready for Submission** in the **Select the new status** dropdown, then either:
 - Click the **or continue without adding a comment** link, outlined in red above, or
 - Type a comment and click the **Add comment** button.

The **Submit Application** button on the *Summary* form should now be enabled. The **Edit** buttons on all forms are now absent.

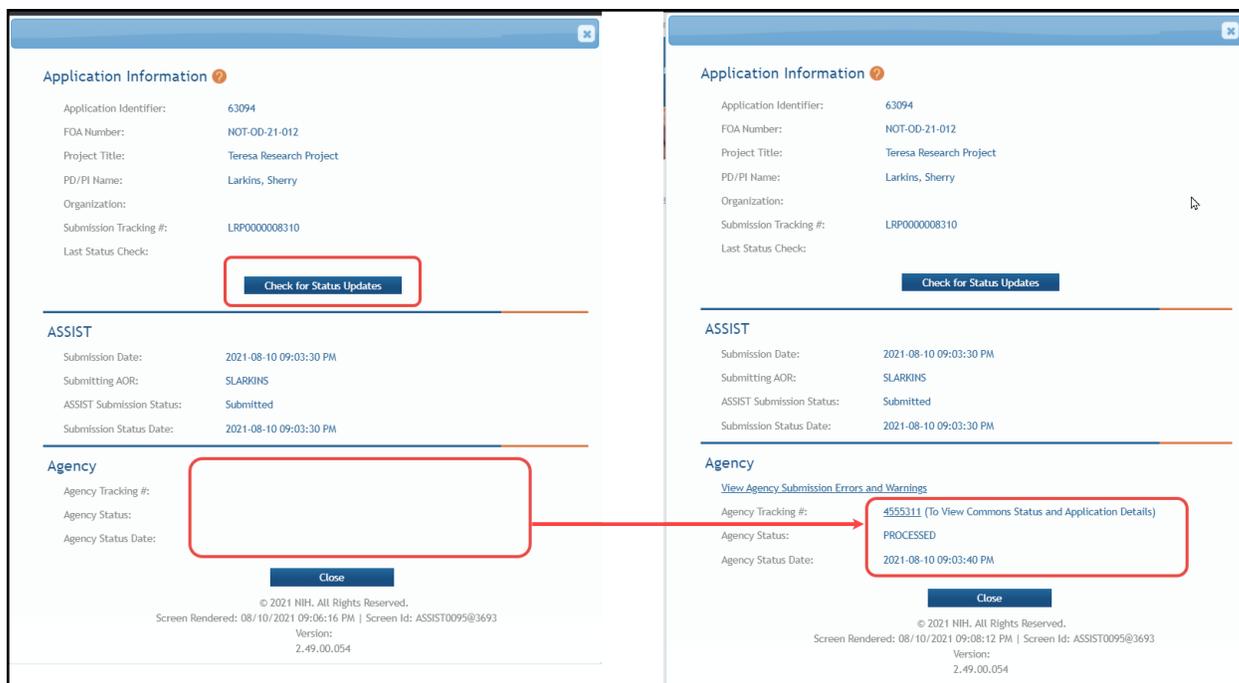
3. Click the **Submit Application** button on the *Summary* form.
4. Click **Yes** in the confirmation message that appears.

After a pause, the application is submitted and the following messages appear on the Summary form (outlined in red below):

The screenshot shows a web interface for LRP Application Information. At the top, a blue notification box contains the message: "The Application has been submitted. You may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application." Below this is a navigation bar with tabs for Summary, Application Data, Personal Information, Employment and Affiliation, Education and Training, Research Information, Colleague Information, Loan Information, Funding Information, and Certify & Submit. The main content area is titled "LRP Application Information" and lists the following details:

Application Identifier:	63094
Application Project Title:	Teresa Research Project
Application Close Date:	08/30/2021
Applicant Name:	Larkins, Sherry
Organization:	UNIVERSITY OF CALIFORNIA LOS ANGELES
Status:	Submitted View Submission Status Details

5. You can click the **View Submission Status Details** link, outlined in red above, to see the *Application Information* popup, which shows pertinent information relating to your application, including the FOA number under which it was submitted.
6. In the *Application Information* popup, shown below, you can click the **Check for Status Updates** button. When available, certain Agency tracking information becomes available. "Agency" refers to the federal agency who is processing your award.



7. Once agency information appears, you can click the **Agency Tracking #** in the above popup to view the [Status Information screen](#) for the application.

After submitting the application, you can monitor it via the [Status Information screen](#) in eRA Commons.

3.12 Change LRP Subcategory

You can update the **Award Type**, **LRP Subcategory**, or researcher status (independent researcher vs. mentored research scientist), after starting the LRP application. When you started a new LRP application, you set these values.

If you find that you need to make changes after initially setting those values, you can click the **CHANGE LRP SUBCATEGORY** button on your existing application to revisit these three fields and change them if necessary.

NOTE: If you entered information on the *Loan Information* tab while **Award Type** is set to **New**, and you then change to a **Renewal** type, the information on the *Loan Information* tab will be lost, as the Loan Information form is not part of a Renewal application.

The *Update Loan Repayment Program Application* screen is shown below.

Update Loan Repayment Program Application ?

* Award Type New Renewal

* LRP Subcategory

* Are you an independent researcher or a mentored research scientist? I am an independent researcher I am a mentored research scientist

[Update Application](#) [Cancel](#)

3.13 ASSIST Features

This topic gives you tips on using ASSIST features.

Viewing/Hiding Sections of Forms

LRP Research Information v1.0 ?

OMB Number: 0925-0361
Expiration Date: 10/31/2022

[View Burden Statement](#) Expand All *Required field(s)*

Research Project/Activities	NIH 2674-6	▼
Research Environment	NIH 2674-6	▼
Training and Mentoring plan	NIH 2674-6	▼
Applicant's NIH Biosketch		▼
Personal Statement	NIH 2674-2	▼

On any given screen, you can:

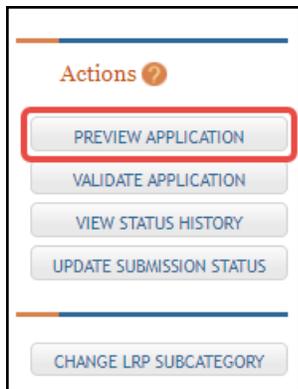
- Toggle the **Expand All** checkbox, outlined in red above, to expand or collapse all sections on the form.
- Individually expand sections by clicking their down arrow button, outlined in red above at right.
- Click **View Burden Statement** to view the paperwork burden statement.

Previewing an Application

You can generate a preview of the application, which includes all files you submitted along with the application.

To preview an application:

1. Click the **PREVIEW APPLICATION** button at left.



The Preview Application screen appears.



2. Click the **Generate Preview** button. The **Status** field might display "**Waiting to Process**" initially.
3. Click the **Refresh Status** button to update the **Status** field. When the **Refresh** button causes a **View** button to appear, the preview is ready.
4. Click the **View** button to see a PDF of the files submitted with the application.

Preview Application ?

Tips:

- Fellowship applicants: Make sure all required attachments marked with "*" are uploaded to the Fellowship Supplement form prior to previewing the application.
- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Larkins, Sherry	Tue Aug 10 22:39:32 EDT 2021	Preview Available	View

[Generate Preview](#)

The preview might look something like this in a PDF viewer:

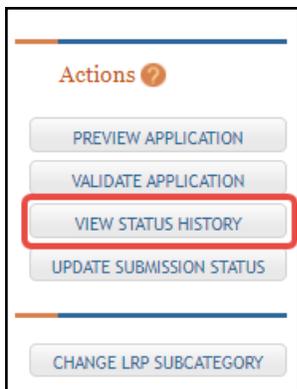
Loan Repayment Program
Table Of Contents

Table of Contents.....	1
Applicant Biosketch.....	2
Personal Statement.....	3
Training & Mentoring Plan.....	4
Research Activities.....	5
Research Environment.....	6
Research Accomplishments.....	7
Primary Mentor Biosketch.....	8

Viewing Application Status History

You can view a listing of all changes and saves of the application.

Click the **VIEW STATUS HISTORY** button at left.



A screen appears with a record of changes and saves to the application.

Application Status History ?

1 - 9 of 9 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2021-06-15 04:10:29 PM	Work in Progress	Application initiated	ASSIST	LARKINS, SHERRY
2021-06-15 04:22:09 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:17 PM	Work in Progress	LRP subcategory changed from: CR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:23:39 PM	Work in Progress	LRP subcategory changed from: HDR, IndependentResearcher, NEW	ASSIST	LARKINS, SHERRY
2021-06-15 04:24:15 PM	Work in Progress	LRP subcategory changed from: REACH, IndependentResearcher, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:22:39 PM	Work in Progress	LRP subcategory changed from: HDR, MentoredResearchScientist, RENEWAL	ASSIST	LARKINS, SHERRY
2021-08-10 08:29:31 PM	Ready for Submission		ASSIST	LARKINS, SHERRY
2021-08-10 09:03:30 PM	Submitted	Submitted to Grants.gov with Tracking Num: LRP0000008310	ASSIST	LARKINS, SHERRY
2021-08-10 09:08:12 PM	PROCESSED		Agency	Agency

For information about the **VALIDATION APPLICATION** and **UPDATE SUBMISSION STATUS** buttons, see [Validating and Submitting an LRP Application](#).

For information on the **CHANGE LRP SUBCATEGORY** button, see [Change LRP Subcategory](#).

4 For Extramural LRP Applicant: Reference Letters and Monitoring Submissions

For Extramural Applicants

As an [extramural](#)¹ LRP applicant, in addition to filling out an application, you must also have colleagues/mentors submit reference letters in support of your application, and your institutional business official (IBO) must attest to certain certifications about you.

NOTE: In addition to submitting a reference letter, the mentor should also provide an NIH-formatted biosketch to the applicant, as the applicant must upload it to the application.

Read below for:

About Reference Letters

When you apply for an NIH Loan Repayment Program (LRP) award, you (the applicant) are required to have colleagues submit reference letters on your behalf. Persons who submit a reference letter on your behalf are *referees*. For mentored research scientists, one of the submitted reference letters must be from your mentor.

When you apply for the award, you state whether you are an independent researcher or a mentored research scientist; for definitions, search for the terms "Independent Researcher" or "Mentored Research Scientist" here: <https://www.lrp.nih.gov/az-index>. See the two sections below for specific information depending on what type of researcher you are.

After you initiate an application with LRP, you receive an email titled "Welcome to the NIH Loan Repayment Programs" from the Division of Loan Repayment (DLR). This email contains instructions on filling out the *Colleague Information* section of the ASSIST LRP application. It also contains the link that you can send to NON-mentor referees to submit reference letters on your behalf. Mentors *only* are specified on the *Colleague Information* section, and mentors receive their own email from LRP describing reference letter submission. The email to mentors contains a different link, so do not send the referee link to your mentor.

IMPORTANT: Your referees and mentor should **not** use the "Submit a Reference Letter" link on the [main eRA Commons home page](#); instead they should use these links:

Mentor link for reference letters:

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>

Referee (NON-mentor) link for reference letters:

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>

¹employed outside NIH

4.1 If You Are an Independent Researcher

If you are an independent researcher, you can have a minimum of three letters and a maximum of five letters submitted on your behalf. eRA Commons will NOT contact your referees (persons submitting a letter on your behalf) for you; you must reach out to them and give them the information in *Information You Should Send to Your Referees (not Mentors)* below.

4.2 If You Are a Mentored Research Scientist

If you are a mentored research scientist, you can have a minimum of three and maximum of five letters submitted, and one of which must be from your mentor.

In the LRP application, you enter your mentor's information on the *Colleague Information* tab of ASSIST. (See *Colleague Information*.) eRA Commons-ASSIST will send an email to your mentor with instructions and a link on how to provide a reference letter. The mentor will receive this link in their email from

LRP: <https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>

Non-mentor referees do not receive an email from the LRP program. For these referees, you must reach out to the referees and provide them with the information in *Information You Should Send to Your Referees (not Mentors)* below.

4.2.1 Information You Should Send to Your Referees (not Mentors)

- Your NIH Commons ID
- The link where the NON-mentor referee can submit a letter:
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>
- A deadline (date) by which the LRP application must be submitted. (Preferably, ask your referees to submit the letter at least a week before your submission deadline.)

Monitoring Submissions by Referees/IBO for Your Application

You can monitor submissions for your application on both the Personal Profile and Status Information screens of eRA Commons. In addition, you receive regular reminder emails from the LRP program if submissions that are required by your referees or IBO are not made in a timely manner.

See:

[Monitoring Reference Letters Submission Through Personal Profile](#)

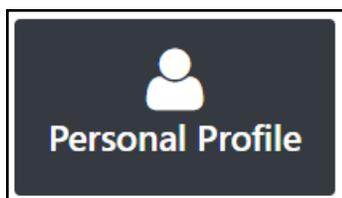
[Monitoring LRP Application Status and Submissions Through Status](#)

4.3 Monitoring Reference Letters Submission Through Personal Profile

You can access your personal profile in eRA Commons to monitor the submission of reference letters. You cannot view and read the submitted letters, but you can see who submitted letters and when.

To check who has submitted reference letters in support of your LRP application:

1. Log into eRA Commons (see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm): <https://era.nih.gov/erahelp/commons/#Commons/access/login.htm> for help.)
2. Click the Personal Profile button on the eRA Commons home page.



3. Scroll to the *Reference Letters* section on the personal profile and expand it, as shown here.

Home Admin Institution Profile **Personal Profile** Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Personal Profile

Dr Sherin Lark

Roles:
PI - Principal Investigator

Person ID:
14972439

ORCID ID:
Unavailable

[Create or Connect your ORCID iD](#)

[Create or Connect your ORCID iD](#)

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

PLEASE NOTE: After creating or connecting your ORCID iD please close all tabs and windows of the browser you have been working with to ensure a full logout of the system.

[+ View All](#)

- [Name and ID](#)
- [Demographics](#)
- [Employment](#)
- [Reviewer Information](#)
- [Education](#)
- [Reference Letters](#)

These entries will stay on this page beyond the award for which they were received.

Date Received	Reference Letter From	Supporting Application
July 29, 2021	TOTH, TERESA Department: NIH teresa@nih.gov	Award: FOA: LRP-00-007

- [Publications](#)
- [xTRACT Information](#)

Personal Profile Summary

- [Name and ID](#)
- [Demographics](#)
- [Employment](#)
- [Reviewer Information](#)
- [Education](#)
- [Reference Letters](#)
- [Publications](#)
- [xTRACT Information](#)

Information

Profile updated:
07/29/2021

Change your password by:
10/20/2021

PPF Privacy Act Notification
Statement

4.4 Monitoring LRP Application Status and Submissions Through Status

You can view the status, activity, and submissions for your LRP application. View the Status Information screen, which is within the Status module, to monitor your submission. Reference letter information, such as submitter name and submission date, is available in the Status Information screen.

Loan Repayment Program (LRP)



Contacts

Administration:
Name:
Email:

Latest Update

Notice: test

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDIT/EST
 Web: <http://grants.nih.gov/support>
 Toll-free: 866-504-9552
 Phone: 301-402-7469
 Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Status Information

Filter x

2 L30

Status: Application entered into system **Project Title:** My Study

PI Name: MED, HAFAH **NIH Appl. ID:** 10365638

Status

PI Name: MED, HAFAH

LRP Type: Extramural **Primary Preferred IC:** NIAAA

Award Type: Renewal **Secondary Preferred IC:** ORIP

Type: Mentored **Not Preferred IC:** FIC

eApplication Status: Submitted to Agency **Application Submission Date:** 07/22/2021

Notice: test

Other Relevant Documents

Doc #	Group	Document Name	Document Details
1	Main	Electronic Cover Sheet	
2	Main	e-Application	
3	Main	Loan Information	
4	Main	Eligibility Questions	
5	Main	Certifications for Online Application	
6	Main	Certifications for Online Application	
7	Main	LRP Contracts	
8	Main	LRP Contracts	

Correspondence

General Correspondence

[Welcome Package - 07/02/2021](#)
[Application Submission Confirmation Letter - 07/22/2021](#)
[Application Submission Confirmation Letter - 07/22/2021](#)
[07/28/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter resubmitted by Referee - To Applicant](#)
[07/22/2021 - Reference Letter Submitted by Mentor - To Applicant](#)
[07/23/2021 - Reference Letter resubmitted by Mentor - To Applicant](#)
[08/03/2021 - Mentor/Referee letter not submitted - To Applicant \(22\)](#)

Institute/Center Assignment

No data available.

Status History

Effect Date	Status Message

Reference Letter(s)

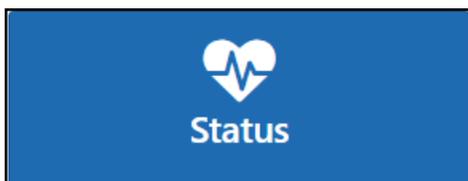
This list shows Reference Letters associated with this particular Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters

Referee Name	Organization/Affiliation	EMail
Fredon, Piers	Lido	piers@nih.gov
Veni, Phamuri	NIH	Phamuri@NIH.GOV

Mentor Letter(s)

To access the Status Information screen:

1. Log into eRA Commons (see [Logging Into eRA Commons: https://era.nih.gov/erahelp/commons/#Commons/access/login.htm](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm) for help.)
2. Click the Status button on the eRA Commons home page.



The Status: PI Search screen appears.

A screenshot of the eRA Commons "Status: PI Search" page. The page has a navigation bar at the top with links: Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, xTrain, xTRACT, Admin Supp, eRA Partners, Non-Research. Below the navigation bar, the page title is "Status: PI Search". A notice states: "The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk." Below this, a paragraph explains that the list of applications is a result of a search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. There are three main sections: 1. "Recent/Pending eSubmissions" with a list of three items and a right-pointing arrow button. 2. "List of Applications/Awards" with a list of four items and a right-pointing arrow button. 3. "Search by Grants.gov Tracking Num" with a text input field labeled "Tracking Number" and a "Search" button. Red boxes highlight the "List of Applications/Awards" header and its corresponding arrow button.

3. Under List of Applications/Awards, click the arrow button, outlined in red above.

The Status Result - List of Applications/Awards screen appears.

Loan Repayment Program (LRP)

U.S. Department of Health & Human Services | NIH | National Institutes of Health | Office of Extramural Research | Sherry Larkins | Help | Contact Us | Logout

eRA Electronic Research Administration
A program of the National Institutes of Health

Home | Admin | Institution Profile | Personal Profile | Status | ASSIST | Prior Approval | RPPR | xTrain | xTRACT | Admin Supp | eRA Partners | Non-Research

Notes & Tips: « Return to PI Search

- Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

Status Result - List of Applications/Awards Grouped View | Flat View

Application ID Not Yet Assigned: 1 - TBD (Project Period) | LARKINS, SHERRY (PD/PI) | Teresa Research Project (Title) | Application has been entered into computer

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
1L70 000000-00	LRP0000008310	Teresa Research Project	LARKINS, SHERRY (PI)	Submission Complete	Application has been entered into computer	08/10/2021	[+]

4. Click the [+] icon (outlined above at right), which opens the listing.
5. Click the **Application/Award ID** number, outlined in red above.

This opens the *Status Information* screen for the LRP application, where you can monitor your application for required inputs from other participants, such as your referees, mentor, and institutional business official (IBO) or IC Coordinator.

5 Overview of LRP IBO Portal

5.1 For Extramural LRP Applications

An institutional business official (IBO) represents the LRP applicant's employing institution in an official capacity. The IBO must certify certain data for an LRP application before its [published deadline](#). For a description of the IBO, see [Institutional Business Officials](#) on the LRP website. An IBO must have an eRA Commons ID and be assigned the business official (BO) role to complete certifications for an LRP applicant who resides at the IBO's institution.

The IBO must confirm and certify the LRP applicant's salary, U.S. citizenship, and other items. In the LRP application (*Colleague Information* form) in ASSIST, the LRP applicant identifies the IBO and subsequently, the IBO receives an email with a prompt to certify the applicant in the IBO Portal. For instructions on accessing the LRP IBO Portal screen, see [Accessing the IBO Portal](#).

The *IBO Portal* is module in eRA Commons where the IBO can complete and submit required certifications for LRP applicants. You, as the IBO, receive an email from the LRP program like the following, prompting you to access the IBO Portal:

TEST : NIH Loan Repayment Program (LRP) Information Request – Please Certify Institution...



era-notify-test@mail.nih.gov

To ● Toth, Teresa (NIH/OD) [C]

↩ Reply ↩ Reply All ➔ Forward ⋮

Mon 8/16/2021 12:33 AM

Dear Teresa Toth:

You were identified as the Institutional Business Official (IBO) that will certify salary and protected research support (time and resources) for ZO ZHANG on behalf of their 2021 NIH LRP application.

Please follow the steps below to submit your certification.

1. Log in to [NIH eRA Commons](#)
2. Navigate to the Apps Menu icon, located in the upper left corner of the window.
3. Find "IBO Portal" tab which navigates you to the IBO Portal landing page.
4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. Enter the salary, specify contract duration (renewal only), certify the applicant's eligibility, and verify the applicant's citizenship (new only).
6. Save and Submit

After the certification is submitted, a confirmation email will be sent to you and the applicant. If your New LRP applicants are selected for further consideration, we will contact you in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution.

Please note that **the application will not be considered complete without your certifications** thus it is very important that you complete and submit this information before the application deadline on 08/31/2021.

Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or 866-849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment www.lrp.nih.gov

5.2 Accessing the IBO Portal

5.2.1 For Extramural LRP Applications

When an LRP applicant enters the IBO contact information in the *Colleague Information* section of the LRP application, the system generates an email to the IBO, such as the one below, asking the IBO to confirm certain data about the applicant. If you are the business official, follow the procedure below.

TEST : NIH Loan Repayment Program (LRP) Information Request – Please Certify Institution...

era-notify-test@mail.nih.gov

↩ Reply↩ Reply All→ Forward⋮

Mon 8/16/2021 12:33 AM

To:  Toth, Teresa (NIH/OD) [C]

Dear Teresa Toth:

You were identified as the Institutional Business Official (IBO) that will certify salary and protected research support (time and resources) for ZO ZHANG on behalf of their 2021 NIH LRP application.

Please follow the steps below to submit your certification.

1. Log in to [NIH eRA Commons](#)
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4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. Enter the salary, specify contract duration (renewal only), certify the applicant's eligibility, and verify the applicant's citizenship (new only).
6. Save and Submit

After the certification is submitted, a confirmation email will be sent to you and the applicant. If your New LRP applicants are selected for further consideration, we will contact you in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution.

Please note that **the application will not be considered complete without your certifications** thus it is very important that you complete and submit this information before the application deadline on 08/31/2021.

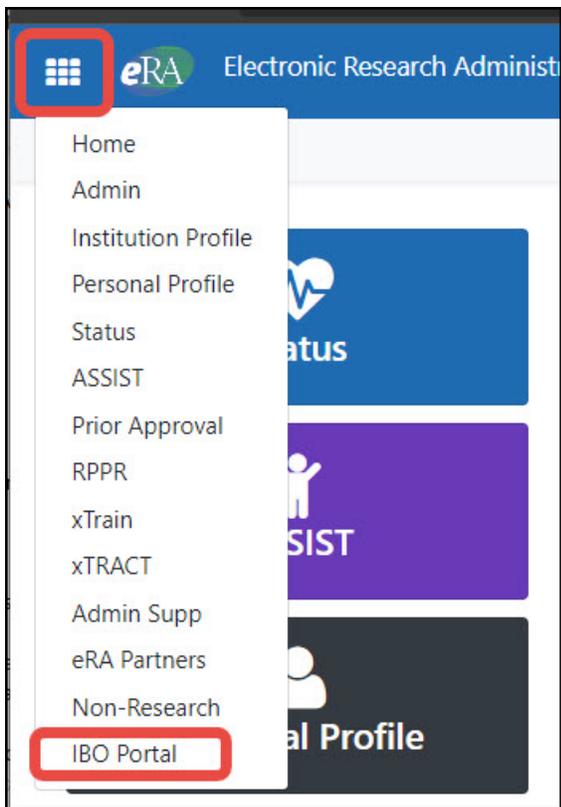
Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or 866-849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment www.lrp.nih.gov

To access the IBO Portal:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IBO Portal**.



The IBO Portal landing page appears.

The screenshot displays the 'LRP IBO Portal' landing page. At the top, there is a header with the eRA logo and 'Electronic Research Administration' text, alongside the NIH logo and 'National Institutes of Health Office of Extramural Research'. Below the header, the page title 'LRP IBO Portal' is shown with a help icon. A 'Filter Table' input field is set to '14 Results'. To the right of the filter field are icons for table view, navigation arrows, and a '1 of 1' dropdown. The main content is a table with the following data:

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Klass, Chris	2022	New	Not Started	No Action Yet	...
Wone, Pat	2021	Renewal	Not Started	Not Required	...
Klass, Chris	2021	New	Not Started	No Action Yet	...
Wone, Pat	2021	Renewal	Work In Progress	Not Required	...
Ealke, Frank	2021	New	Submitted	Incomplete	...
Wells, Blake	2021	New	Submitted	No Action Yet	...
EARLSON, CARL	2021	New	Submitted	Complete	...
Wone, Pat	2021	Renewal	Submitted	Not Required	...

5.3 Using LRP IBO Portal

5.3.1 For Extramural LRP Applications

You (the IBO) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received. The **Initial Certification (Fall)** column refers to the IBO certifications shown in these topics: [Certification Form - New](#) and [Certification Form - Renewal](#). The **Final Certification (Summer)** column refers to the [Salary Verification Form](#) and appears as **Not Applicable** until the applicant is selected for further consideration, at which time it changes to **Incomplete**.

From the *LRP IBO Portal* screen, you can do the following:

The screenshot shows the LRP IBO Portal interface. At the top, there are logos for eRA (Electronic Research Administration) and NIH (National Institutes of Health, Office of Extramural Research). Below the header, the page title is "LRP IBO Portal" with a help icon. A search bar labeled "Filter Table" and "14 Results" is present, along with a table view icon and pagination controls showing "1 of 1". The main content is a table with the following columns: Applicant Name, Cohort, New/Renewal, Initial Certification (Fall), Final Certification (Summer), and Available Actions. The table contains 8 rows of data.

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Klass, Chris	2022	New	Not Started	No Action Yet	...
Wone, Pat	2021	Renewal	Not Started	Not Required	...
Klass, Chris	2021	New	Not Started	No Action Yet	...
Wone, Pat	2021	Renewal	Work In Progress	Not Required	...
Ealke, Frank	2021	New	Submitted	Incomplete	...
Wells, Blake	2021	New	Submitted	No Action Yet	...
EARLSON, CARL	2021	New	Submitted	Complete	...
Wone, Pat	2021	Renewal	Submitted	Not Required	...

Start Certification. Start a certification for a LRP applicant. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To start certifying an applicant, click the three-dot ellipses menu and select **Start Certification**. See [Certification Form - New](#) or [Certification Form - Renewal](#).

IBO Portal

LRP IBO Portal ?

Filter Table 14 Results

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Watone, Patrice	2022	Renewal	Not Started	Not Required	Start Certification
Talek, Frank E.	2021	New	Submitted	Incomplete	
Wells, Blake	2021	New	Submitted	No Action Yet	

Complete Certification. Complete a certification for a LRP applicant that you previously started but did not finish. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To complete certification for an applicant, click the three-dot ellipses menu and select **Complete Certification**. See [Certification Form - New](#) or [Certification Form - Renewal](#).

IBO Portal

LRP IBO Portal ?

Filter Table 14 Results

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Watone, Patrice	2022	Renewal	Work In Progress	Not Required	Complete Certification
Talek, Frank E.	2021	New	Submitted	Incomplete	
Wells, Blake	2021	New	Submitted	No Action Yet	

View Certification. View a completed certification for a LRP applicant. You can view the certification that you previously submitted for the applicant in your browser's PDF viewer. To see a certification, click the three-dot ellipses menu and select **View Certification**. It opens in your browser's PDF viewer.

IBO Portal

LRP IBO Portal ⓘ

Filter Table 14 Results 1 of 1

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Watone, Patrice	2022	Renewal	Submitted	Not Required	⋮
Talek, Frank E.	2021	New	Submitted	Incomplete	View Certification
Wells, Blake	2021	New	Submitted	No Action Yet	⋮

Verify Salary. Verify salary and employment for a LRP applicant. If your new LRP applicant is selected for further consideration, the NIH will contact you in the Spring/Summer to verify the applicant’s salary and confirm that the applicant is still at your institution. To verify salary for an applicant, click the three-dot ellipsis menu and select **Verify Salary**. See [Salary Verification Form](#). The Final Certification (Summer) column reflects the status of the salary verification.

IBO Portal

LRP IBO Portal ⓘ

Filter Table 14 Results 1 of 1

Applicant Name	Cohort	New/Renewal	Initial Certification (Fall)	Final Certification (Summer)	Available Actions
Watone, Patrice	2022	New	Submitted	Incomplete	⋮
Talek, Frank E.	2021	New	Submitted	Incomplete	Verify Salary
Wells, Blake	2021	New	Submitted	No Action Yet	View Certification

5.4 Certification Form - New

5.4.1 For Extramural LRP Applications

You (the IBO) must certify LRP applications application deadline. Information on the application deadline is provided in the email you received from NIH.

To certify a new LRP application:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)

- 2. Click the **Apps** menu in the upper left and select **IBO Portal**.
- 3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Initial Certification (Fall)** status should initially display as **Not Started** for a new applicant.

The Institutional Business Official Certification for LRP Application screen appears.

IBO Portal | OMB No. 0925-0361
Form approved for use through 10/31/2022
[Click here to see the burden statement.](#)
NIH 2674-16

Institutional Business Official Certification for LRP Application ?

Applicant Identifying Information

Applicant's Name:	Klass, Chris	Loan Repayment Program:	COVID Research
Applicant's Organization:	UNIVERSITY OF CALIFORNIA	Award Type:	New
Address:	Gilman Drive La Jolla CA 92093		

Annual Income or Compensation

Current Annual Income or Compensation: *

Certifying Official's Assurances

LRP Contract Execution Dates: July 1, 2021 to June 30, 2022
LRP Contract Duration: 2 Years only

I certify that the following statements are true:

- The applicant's salary and any applicable research funding are solely supported by at least one of the following:
 - A domestic non-profit foundation, non-profit professional society, or other non-profit institution (such as your institution); or
 - A Local, City, or State government agency; or
 - A grant from a federal agency.
- To the best of my knowledge, the applicant does not receive any salary from a for-profit institution, contractor, or any non-U.S. entity.
- The applicant is not a federal employee or fellow (including the U.S. Department of Veterans Affairs) with a 5/8ths time or more appointment.
- The applicant is, or will be, employed by your Institution to conduct research for a minimum of 20 hours a week.
- Outside of unforeseen circumstances (such as loss of funding), your Institution anticipates that the applicant will engage in research for two years from the date that LRP contract is executed, specified at the top of this certification.
- The research conducted by the applicant is compliant with Federal, State, or Local law.
- The applicant's annual income or compensation is accurate to the best of my knowledge.

I certify the accuracy/truthfulness of all of the above statements. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. *

Verification of U.S. Citizenship

I certify that, according to our organization's employment records (I-9 Form), the applicant: *

Is a U.S. Citizen, U.S. National, or Permanent Resident of the U.S.
 Is not a U.S. Citizen, U.S. National, or Permanent Resident of the U.S.

4. Review the applicant identifying information and enter the applicant's annual income.
5. Review the *Certifying Official's Assurances* carefully and mark the checkbox if all are true.
6. Specify whether the applicant is a US citizen, US National, or Permanent Resident of the US.
7. If you are finished, click **Submit**.
8. If you need to check information and come back to this form later, click **Save**.
If you click **Save**, then the next time you log into the IBO Portal, the **Initial Certification** status will appear as **Work in Progress** for this application, and the three-dot ellipsis menu will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and complete it.

5.5 Certification Form - Renewal

5.5.1 For Extramural LRP Applications

You (the IBO) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received from NIH. The renewal certification screen excludes the citizenship question since the applicant's citizenship was certified when they were a new applicant.

To certify a renewal LRP application:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IBO Portal**.
3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Initial Certification (Fall)** status should initially display as **Not Started** for a renewal applicant.

The *Institutional Business Official Certification for LRP Application* screen appears.

eRA Electronic Research Administration
NIH National Institutes of Health
Office of Extramural Research
🔍 📞 👤

IBO Portal
OMB No. 0925-0361
Form approved for use through 10/31/2022
Click here to see the burden statement.
NIH 2674-16

Institutional Business Official Certification for LRP Application ?

Applicant Identifying Information

Applicant's Name:	Wone, Pat	Loan Repayment Program:	COVID: School Interventions
Applicant's Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Award Type:	Renewal
Address:	School of Nursing Columbia University New York NY 10032		

Annual Income or Compensation

Current Annual Income or Compensation: *

Certifying Official's Assurances

LRP Contract Execution Dates: July 1, 2021 to June 30, 2022

LRP Contract Duration: * 1 Year only

I certify that the following statements are true:

1. The applicant's salary and any applicable research funding are solely supported by at least one of the following:
 - a. A domestic non-profit foundation, non-profit professional society, or other non-profit institution (such as your institution); or
 - b. A Local, City, or State government agency; or
 - c. A grant from a federal agency.
2. To the best of my knowledge, the applicant does not receive any salary from a for-profit institution, contractor, or any non-U.S. entity.
3. The applicant is not a federal employee or fellow (including the U.S. Department of Veterans Affairs) with a 5/8ths time or more appointment.
4. The applicant is, or will be, employed by your Institution to conduct research for a minimum of 20 hours a week.
5. Outside of unforeseen circumstances (such as loss of funding), your Institution anticipates that the applicant will engage in research for two years from the date that LRP contract is executed, specified at the top of this certification.
6. The research conducted by the applicant is compliant with Federal, State, or Local law.
7. The applicant's annual income or compensation is accurate to the best of my knowledge.

I certify the accuracy/truthfulness of all of the above statements. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. *

4. Review the applicant identifying information and enter the applicant's annual income.
5. Review the *Certifying Official's Assurances* carefully and mark the checkbox if all are true.
6. If you are finished, click **Submit**.
7. If you need to check information and come back to this form later, click **Save**.
If you click **Save**, then the next time you log into the IBO Portal, the **Initial Certification** status will appear as **Work in Progress** for this applicant, and the three-dot ellipsis menu

will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and complete it.

5.6 Salary Verification Form

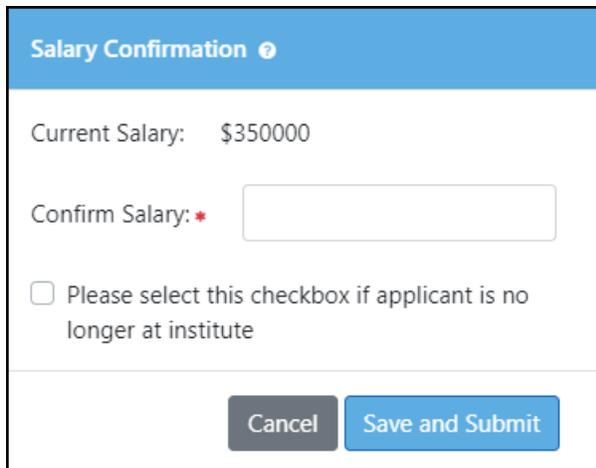
5.6.1 For Extramural LRP Applications

If your new LRP applicant is selected for further consideration, NIH will contact you (the IBO) in the Spring/Summer to verify the applicant's salary and confirm that the applicant is still at your institution. This form is not required for Renewal applications.

5.6.2 Verifying the Salary of an LRP applicant:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IBO Portal**.
3. Click the three-dot ellipsis menu for each application that requires salary verification, and select **Verify Salary**.

The *Salary Confirmation* popup appears.



The screenshot shows a 'Salary Confirmation' popup window. The title bar is blue with the text 'Salary Confirmation' and a close icon. The main content area is white and contains the following elements: 'Current Salary: \$350000', 'Confirm Salary: *' followed by an empty text input field, and a checkbox with the text 'Please select this checkbox if applicant is no longer at institute'. At the bottom, there are two buttons: 'Cancel' (grey) and 'Save and Submit' (blue).

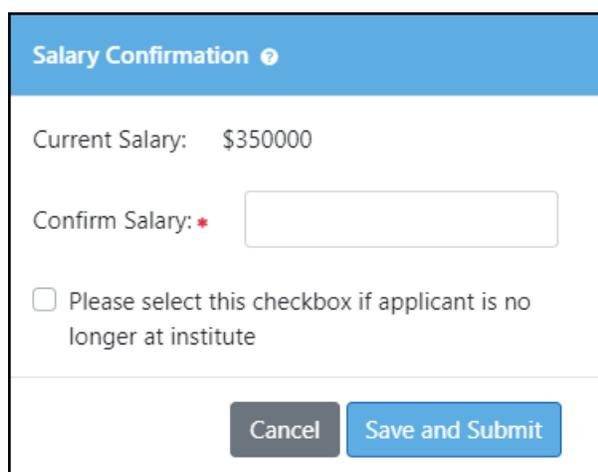
Enter the applicant's salary as of July 1 in whole dollar amounts and click **Save and Submit**.

The **Final Certification (Summer)** column on the main *LRP IBO Portal* screen now displays "Complete".

5.6.3 Informing NIH Division of Loan Repayment That Applicant is No Longer at Institution

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IBO Portal**.
3. Click the three-dot ellipsis menu and select **Verify Salary**.

The *Salary Confirmation* popup appears--leave the salary field blank.



Salary Confirmation

Current Salary: \$350000

Confirm Salary: *

Please select this checkbox if applicant is no longer at institute

Cancel Save and Submit

4. Mark the **Please select this checkbox if applicant is no longer at institute** checkbox, and click **Save and Submit**.

A message asks you to confirm; stating that an applicant is no longer at the institution stops the award process.

5. In the confirmation popup, confirm that the person has left your institute.

5 Overview of LRP IC Coordinator Portal

For Intramural LRP Applications

An IC Coordinator represents the LRP applicant's employing institution in an official capacity. The IC Coordinator must certify certain data for an LRP application before its [published deadline](#). An IC Coordinator must have an eRA Commons ID and be assigned the SPONSOR role to complete certifications for an LRP applicant who resides at the IC Coordinator's institution.

The IC Coordinator must confirm and certify the LRP applicant's salary, U.S. citizenship, and other items. In the LRP application (*Colleague Information* form) in ASSIST, the LRP applicant identifies the IC Coordinator and subsequently, the IC Coordinator receives an email with a prompt to certify the applicant in the IC Coordinator Portal. For instructions on accessing the LRP IC Coordinator Portal screen, see [Accessing the IC Coordinator Portal](#).

The *IC Coordinator Portal* is module in eRA Commons where the IC Coordinator can complete and submit required certifications for LRP applicants. You, as the IC Coordinator, receive an email from the LRP program like the following, prompting you to access the IC Coordinator Portal:

TEST: NIH Loan Repayment Program (LRP) Information Request - Please Certify NIH Salary and FTE Status

 era-notify-test@mail.nih.gov
To  Toth, Teresa (NIH/OD) [C]

← Reply ← Reply All → Forward ⋮

Mon 8/16/2021 12:33 AM

Dear Teresa Toth,

This is a reminder that Joe Smith has identified you as the Intramural IC Coordinator that will certify salary and protected research support (time and resources) for their NIH LRP application. Without your certification before the **11/30/201 11:59 PM deadline, the application will not be considered.**

Please follow the steps below to submit your certification.

1. Log in to NIH eRA Commons <https://public.era.nih.gov/commons/>.
2. Navigate to the Status tab.
3. Find the link to the IC Coordinator portal under the Status Menu and you will reach the IC Coordinator Portal landing page.
4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. **New applicants** - Enter the salary, FTE start date, employment type, anticipated employment end date if temporary, certify the applicant's eligibility, and verify the applicant's citizenship. **Renewals** require a certification that confirms they will continue to be at the NIH for the 1-year LRP contract period.
6. Save and submit

After you submit the certification, a confirmation email will be sent to you and the applicant. The director of Office of Training and Education may reach out to you to provide documentation to support the applicant's FTE employment during the LRP contract period indicated in their Certifying Official's Assurances box.

Please note that the application will not be considered complete without your certification, thus it is very important that you complete and submit this information before the application deadline on 11/30/2021 11:59 PM.

Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or (866) 849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment
www.lrp.nih.gov

5.7 Overview of LRP IC Coordinator Portal

For Intramural LRP Applications

An IC Coordinator represents the LRP applicant's employing institution in an official capacity. The IC Coordinator must certify certain data for an LRP application before its [published deadline](#). An IC Coordinator must have an eRA Commons ID and be assigned the SPONSOR role to complete certifications for an LRP applicant who resides at the IC Coordinator's institution.

The IC Coordinator must confirm and certify the LRP applicant's salary, U.S. citizenship, and other items. In the LRP application (*Colleague Information* form) in ASSIST, the LRP applicant identifies the IC Coordinator and subsequently, the IC Coordinator receives an email with a prompt to certify the applicant in the IC Coordinator Portal. For instructions on accessing the LRP IC Coordinator Portal screen, see [Accessing the IC Coordinator Portal](#).

Loan Repayment Program (LRP)

The *IC Coordinator Portal* is module in eRA Commons where the IC Coordinator can complete and submit required certifications for LRP applicants. You, as the IC Coordinator, receive an email from the LRP program like the following, prompting you to access the IC Coordinator Portal:

TEST: NIH Loan Repayment Program (LRP) Information Request - Please Certify NIH Salary and FTE Status

 era-notify-test@mail.nih.gov
To  Toth, Teresa (NIH/OD) [C]

← Reply ← Reply All → Forward ...

Mon 8/16/2021 12:33 AM

Dear Teresa Toth,

This is a reminder that Joe Smith has identified you as the Intramural IC Coordinator that will certify salary and protected research support (time and resources) for their NIH LRP application. Without your certification before the **11/30/2021 11:59 PM deadline, the application will not be considered.**

Please follow the steps below to submit your certification.

1. Log in to NIH eRA Commons <https://public.era.nih.gov/commons/>.
2. Navigate to the Status tab.
3. Find the link to the IC Coordinator portal under the Status Menu and you will reach the IC Coordinator Portal landing page.
4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. **New applicants** - Enter the salary, FTE start date, employment type, anticipated employment end date if temporary, certify the applicant's eligibility, and verify the applicant's citizenship. **Renewals** require a certification that confirms they will continue to be at the NIH for the 1-year LRP contract period.
6. Save and submit

After you submit the certification, a confirmation email will be sent to you and the applicant. The director of Office of Training and Education may reach out to you to provide documentation to support the applicant's FTE employment during the LRP contract period indicated in their Certifying Official's Assurances box.

Please note that the application will not be considered complete without your certification, thus it is very important that you complete and submit this information before the application deadline on 11/30/2021 11:59 PM.

Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or (866) 849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment
www.lrp.nih.gov

5.8 Accessing the IC Coordinator Portal

For Intramural LRP Applications

When an LRP applicant enters the IC Coordinator contact information on the *Colleague Information* section of the LRP application, the system generates an email to the IC coordinator, such as the one below, asking the IC Coordinator to confirm certain data about the applicant. If you are the IC Coordinator, follow the procedure below.

TEST: NIH Loan Repayment Program (LRP) Information Request - Please Certify NIH Salary and FTE Status

 era-notify-test@mail.nih.gov
To  Toth, Teresa (NIH/OD) [C]

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 8/16/2021 12:33 AM

Dear Teresa Toth,

This is a reminder that Joe Smith has identified you as the Intramural IC Coordinator that will certify salary and protected research support (time and resources) for their NIH LRP application. Without your certification before the **11/30/201 11:59 PM deadline, the application will not be considered.**

Please follow the steps below to submit your certification.

1. Log in to NIH eRA Commons <https://public.era.nih.gov/commons/>.
2. Navigate to the Status tab.
3. Find the link to the IC Coordinator portal under the Status Menu and you will reach the IC Coordinator Portal landing page.
4. Locate the certification you want to work on and select the appropriate action in the "Actions" dropdown.
5. **New applicants** - Enter the salary, FTE start date, employment type, anticipated employment end date if temporary, certify the applicant's eligibility, and verify the applicant's citizenship. **Renewals** require a certification that confirms they will continue to be at the NIH for the 1-year LRP contract period.
6. Save and submit

After you submit the certification, a confirmation email will be sent to you and the applicant. The director of Office of Training and Education may reach out to you to provide documentation to support the applicant's FTE employment during the LRP contract period indicated in their Certifying Official's Assurances box.

Please note that the application will not be considered complete without your certification, thus it is very important that you complete and submit this information before the application deadline on 11/30/2021 11:59 PM.

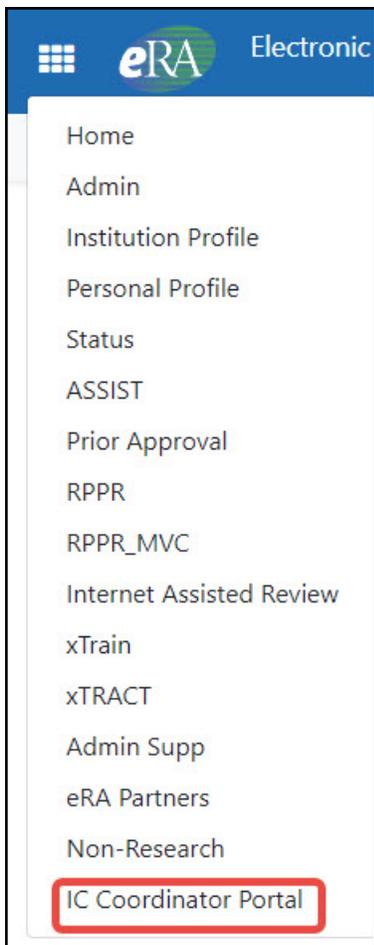
Thank you very much for your support of this application and the NIH LRPs. Please contact us at lrp@nih.gov or (866) 849-4047 if you have any questions.

Sincerely,

NIH Division of Loan Repayment
www.lrp.nih.gov

To access the IC Coordinator Portal:

1. Log into eRA Commons; see [Logging Into eRA Commons](#).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IC Coordinator Portal**.



The IC Coordinator Portal landing page appears.

The screenshot displays the 'LRP IC Coordinator Portal' landing page. At the top, there is a header with the eRA logo, 'Electronic Research Administration', and the NIH logo with 'National Institutes of Health Office of Extramural Research'. Below the header, the page title is 'LRP IC Coordinator Portal' with a help icon. A filter table shows '4 Results'. The main content is a table with 7 columns: Applicant Name, Cohort, LRP Program/Subcategory, New/Renewal, LRP Supervisor, Certification Status, and Available Actions. There are four rows of data.

Applicant Name	Cohort	LRP Program/Subcategory	New/Renewal	LRP Supervisor	Certification Status	Available Actions
BRELL, JAN	2022	Clinical Research	Renewal	Smith, John	Not Started	...
WELLER, JON	2022	Clinical Research	New	Smith, John	Not Started	...
NOLLER, EL	2022	Clinical Research	New	Smith, John	Submitted	...
WELLS, LILLIAN	2022	Clinical Research	New	Smith, John	Work in Progress	...

5.9 Using LRP IC Coordinator Portal

For Intramural LRP Applications

You (the IC Coordinator) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received. The **Certification Status** column refers to the certifications shown in these topics: [Intramural Certification Form - New](#) and [Intramural Certification Form - Renewal](#).

From the *LRP IC Coordinator Portal* screen, you can do the following, using the three-dot ellipses menu in the **Available Actions** column:

The screenshot shows the 'LRP IC Coordinator Portal' interface. At the top, there are logos for eRA (Electronic Research Administration) and NIH (National Institutes of Health, Office of Extramural Research). Below the header, the page title is 'LRP IC Coordinator Portal'. There is a search bar with 'Filter Table' and '4 Results' displayed. A table with 7 columns is shown below. The columns are: Applicant Name, Cohort, LRP Program/Subcategory, New/Renewal, LRP Supervisor, Certification Status, and Available Actions. The table contains 4 rows of data.

Applicant Name	Cohort	LRP Program/Subcategory	New/Renewal	LRP Supervisor	Certification Status	Available Actions
BRELL, JAN	2022	Clinical Research	Renewal	Smith, John	Not Started	...
WELLER, JON	2022	Clinical Research	New	Smith, John	Not Started	...
NOLLER, EL	2022	Clinical Research	New	Smith, John	Submitted	...
WELLS, LILLIAN	2022	Clinical Research	New	Smith, John	Work in Progress	...

Start Certification. Start a certification for an intramural LRP applicant. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To start certifying an applicant, click the three-dot ellipses menu and select **Start Certification**. See [Intramural Certification Form - New](#) or [Intramural Certification Form - Renewal](#).

Loan Repayment Program (LRP)

The screenshot shows the LRP IC Coordinator Portal interface. At the top, there are logos for eRA (Electronic Research Administration) and NIH (National Institutes of Health, Office of Extramural Research). The page title is "IC Coordinator Portal". Below the title, there is a search bar and a "Filter Table" button. The main content is a table with 4 results. The table has columns for Applicant Name, Cohort, LRP Program/Subcategory, New/Renewal, LRP Supervisor, Certification Status, and Available Actions. The first row is for "Ward, Eda", Cohort "2022", LRP Program/Subcategory "Clinical Research for Individuals from Disadvantaged Backgrounds", New/Renewal "New", LRP Supervisor "Sallin, Gilett", and Certification Status "Not Started". The Available Actions for this row are three dots, with a red box around them and a "Start Certification" button highlighted below. The other rows are for "Ruteep, Sand", "Chan, Shand", and "Ruteep, Sand", all with "Submitted" certification status.

Applicant Name	Cohort	LRP Program/Subcategory	New/Renewal	LRP Supervisor	Certification Status	Available Actions
Ward, Eda	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Sallin, Gilett	Not Started	...
Ruteep, Sand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	Renewal	Goang, Dana	Not Started	Start Certification
Chan, Shand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Len, Wurin	Submitted	...
Ruteep, Sand	2022	ACGME	New	Zach, Carl	Submitted	...

Complete Certification. Complete a certification for a LRP applicant that you previously started but did not finish. The certification screens are slightly different depending on whether you are certifying a New application or Renewal application. To complete certification for an applicant, click the three-dot ellipses menu and select **Complete Certification**. See [Intramural Certification Form - New](#) or [Intramural Certification Form - Renewal](#).

The screenshot shows the LRP IC Coordinator Portal interface, similar to the previous one. The table now shows the certification status for the first row as "Incomplete". The Available Actions for this row are three dots, with a red box around them and a "Complete Certification" button highlighted below. The other rows remain the same as in the previous screenshot.

Applicant Name	Cohort	LRP Program/Subcategory	New/Renewal	LRP Supervisor	Certification Status	Available Actions
Ward, Eda	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Sallin, Gilett	Incomplete	...
Ruteep, Sand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	Renewal	Goang, Dana	Not Started	Complete Certification
Chan, Shand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Len, Wurin	Submitted	...
Ruteep, Sand	2022	ACGME	New	Zach, Carl	Submitted	...

View Certification. View a completed certification for a LRP applicant. You can view the certification that you previously submitted for the applicant in your browser's PDF viewer. To see a certification, click the three-dot ellipses menu and select **View Certification**. It opens in your browser's PDF viewer.

The screenshot shows the 'LRP IC Coordinator Portal' interface. At the top, there are logos for eRA (Electronic Research Administration) and NIH (National Institutes of Health). Below the header, the page title is 'LRP IC Coordinator Portal'. A search bar shows 'Filter Table' and '4 Results'. A table with 7 columns is displayed: Applicant Name, Cohort, LRP Program/Subcategory, New/Renewal, LRP Supervisor, Certification Status, and Available Actions. The table contains four rows of data. The 'Available Actions' column for the last row (Ruteep, Sand) has a three-dot menu icon, and a red box highlights a 'View Certification' button that appears when the menu is open.

Applicant Name	Cohort	LRP Program/Subcategory	New/Renewal	LRP Supervisor	Certification Status	Available Actions
Ward, Eda	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Sallin, Gilett	Not Started	...
Ruteep, Sand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	Renewal	Goang, Dana	Not Started	...
Chan, Shand	2022	Clinical Research for Individuals from Disadvantaged Backgrounds	New	Len, Wuri n	Submitted	...
Ruteep, Sand	2022	ACGME	New	Zach, Carl	Submitted	View Certification

5.10 Intramural Certification Form - New

For Intramural LRP Applications

You (the IC Coordinator) must certify LRP applications application deadline. Information on the application deadline is provided in the email you received from NIH.

To certify a new LRP application:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IC Coordinator Portal**.
3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Certification Status** should initially display as **Not Started** for a new applicant.

The IC Coordinator Certification for LRP Application screen appears.

IC Coordinator Certification for LRP Application ? NIH 2674-16

Applicant Identifying Information

Applicant's Name:	BRELL, JAN	Loan Repayment Program:	Clinical Research
Applicant's NIH Institute or Center:	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Award Type:	New
		Research Supervisor/Mentor:	Smith, John

Annual Income or Compensation

Current Annual Income or Compensation: *

Full Time Employment Start Date: * 

Permanent Temporary *

Certifying Official's Assurances

LRP Contract Execution Dates: October 1, 2021 to September 30, 2023

LRP Contract Duration: 2 Years

I certify that each of the following statements are true to the best of my knowledge:

1. The applicant is, or will be, a full-time employee of the NIH Intramural Research Program or NIH Clinical Fellowship, as of the start date of the LRP contract.
2. The applicant's start date of NIH full-time employment can be supported and verified by the NIH SF-50 and/or SF-52 form.
3. The applicant's 2- or 3-year FTE appointment at the NIH can be supported and verified by the NIH SF-50 and/or SF-52 form.
4. The applicant's annual income or compensation is accurate.
5. The applicant will engage in ILRP-approved research for the duration of the LRP contract, as specified by the start and end dates provided on this certification.

I certify the accuracy/truthfulness of all of the above statements. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. *

Verification of U.S. Citizenship

I certify that, according to our organization's employment records (I-9 Form), the applicant: *

Is a U.S. Citizen, U.S. National, or Permanent Resident of the U.S.

Is not a U.S. Citizen, U.S. National, or Permanent Resident of the U.S.

4. Review the applicant identifying information and enter the applicant's annual income.
5. Enter the applicant's **Full Time Employment Start Date** at NIH and specify if the employment is permanent or temporary; selecting **Temporary** prompts you to also select the end date for the temporary employment.
The LRP contract execution end date is calculated based on start date and is displayed in the *Certifying Official's Assurances* section. After you select the start date and click **Save** on the form, the recalculated Contract Execution Dates appear on the form.
6. Review the *Certifying Official's Assurances* carefully and mark the checkbox if all are true.
7. Specify whether the applicant is a US citizen, US National, or Permanent Resident of the US.
8. If you are finished, click **Submit**.
9. If you need to check information and come back to this form later, or if you want to view recalculated contract execution dates, click **Save**.
If you click **Save** and leave the page, then the next time you log into the IC Coordinator Portal, the **Certification Status** will appear as **Work in Progress** for this application, and the three-dot ellipsis menu will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and submit it.

5.10.1 Contract Date Calculations

Contract dates are calculated based on IC Coordinator input. Read below for guidelines.

5.10.1.1 Contract Start Date

- If you enter a date in **Full Time Employment Start Date** that is earlier than October 1 of the current fiscal year, the system will keep this date in the field, but will set October 1 as the contract start date.
- If you enter a date in **Full Time Employment Start Date** that is between October 1 and September 30 of the current fiscal year, the system will keep that date in the field, and set it as the contract start date.
- The system will not allow you to enter dates in **Full Time Employment Start Date** after September 30 of the current fiscal year, alerting you with the error message, “*Applicant is not eligible to participate in the LRP program this year*”

5.10.1.2 Contract End Date

The contract end date is calculated as the contract start date + duration of the FOA (Program).

5.11 Intramural Certification Form - Renewal

For Intramural LRP Applications

You (the IC Coordinator) must certify LRP applications before the application deadline. Information on the application deadline is provided in the email you received from NIH. The renewal certification screen excludes the citizenship question since the applicant's citizenship was certified when they were a new applicant.

For a renewal, the contract execution dates will extend in duration by one year. It will be contiguous to previous contract and will add one year onto the original contract period.

To certify a renewal LRP application:

1. Log into eRA Commons; see [Logging Into eRA Commons](https://era.nih.gov/erahelp/commons/#Commons/access/login.htm).
(<https://era.nih.gov/erahelp/commons/#Commons/access/login.htm>)
2. Click the **Apps** menu in the upper left and select **IC Coordinator Portal**.
3. Click the three-dot ellipsis menu for the applicant you are certifying and select **Start Certification**. The **Certification Status** should initially display as **Not Started** for a renewal applicant.

The *IC Coordinator Certification for LRP Application* screen appears.

IC Coordinator Certification for LRP Application ?

NIH 2674-16

Applicant Identifying Information

Applicant's Name:	BRELL, JAN	Loan Repayment Program:	Clinical Research
Applicant's NIH Institute or Center:	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Award Type:	Renewal
		Research Supervisor/Mentor:	Smith, John

Certifying Official's Assurances

LRP Contract Execution Dates: October 1, 2021 to September 30, 2022

LRP Contract Duration: 1 Year

I certify that each of the following statements are true to the best of my knowledge:

1. The applicant is, or will be, a full-time employee of the NIH Intramural Research Program or NIH Clinical Fellowship, as of the start date of the LRP contract.
2. The applicant's start date of NIH full-time employment can be supported and verified by the NIH SF-50 and/or SF-52 form.
3. The applicant's 2- or 3-year FTE appointment at the NIH can be supported and verified by the NIH SF-50 and/or SF-52 form.
4. The applicant's annual income or compensation is accurate.
5. The applicant will engage in ILRP-approved research for the duration of the LRP contract, as specified by the start and end dates provided on this certification.

I certify the accuracy/truthfulness of all of the above statements. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. *

Save
Submit
Exit

4. Review the applicant identifying information.
5. Review the *Certifying Official's Assurances* carefully and mark the checkbox if all are true.
6. If you are finished, click **Submit**.
7. If you need to check information and come back to this form later, click **Save**.
If you click **Save**, then the next time you log into the IC Coordinator Portal, the **Initial Certification** status will appear as **Work in Progress** for this applicant, and the three-dot ellipsis menu will show **Complete Certification** instead of **Start Certification**, which you can click to return to this form and submit it.

5.11.1 Contract Date Calculations

Contract dates are calculated based on IC Coordinator input. Read below for guidelines.

5.11.1.1 Contract Start Date

- The duration of the renewal is 1 year.
- When the renewal application is started, if the end date of the most recent award is within the current fiscal year, the system sets the start date of the contract to the end date of the previous award + one day.
- When the renewal application is started, if the end date of the most recent award is NOT within the current fiscal year, the system sets the start date of the contract to October 1 of the current fiscal year.

5.11.1.2 Contract End Date

The contract end date is calculated as one year from the start date.

6 For Referees/Mentors: About LRP Reference Letters

If a person applies for the NIH Loan Repayment Program (LRP), part of the application process is to have mentors and colleagues (i.e., "referees") submit reference letters on behalf of the applicant.

You might receive an email from a colleague asking you to submit a reference letter in support of their LRP application. If you are a mentor for someone applying for an LRP award, you would receive an email from LRP directly asking you to submit a reference letter for your mentee. In either case, follow the instructions in this section. It is important to note that there are different links to use depending on whether you are a mentor or not.

If you are being asked to submit a reference letter as the applicant's mentor, use the link below, which should also have been included in the email you received from LRP.

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>

If you are being asked to submit a reference letter as a colleague of the applicant (not a mentor), use the link below, which should also have been included in the email you received from the LRP applicant who asked you to submit the letter on their behalf.

<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>

The LRP application cycle, including deadlines, can be found on [the LRP website](#). For step-by-step directions, see the links below.

IMPORTANT: Accreditation Council for Graduate Medical Education (ACGME) applicants: If you are applying to the General Research LRP for ACGME Fellows, DLR will receive your reference letters through the NIH ACGME fellowship office - ASSIST will not require or accept reference letters for ACGME applications.

6.1 Verify Applicant/Application

The following screen appears for referees (persons submitting a reference letter) to identify the applicant in eRA Commons for whom you are submitting a letter.

If you are a mentor, you should have received an email with information about submitting a reference letter, including the applicant's Commons User ID. See [Mentor - Submitting a Reference Letter for LRP Applicant](#).

If you are a referee (not a mentor), the applicant for whom you are submitting the letter should have provided you with their Commons User ID. See [Submitting a Reference Letter for LRP Applicant \(Non-Mentor\)](#).

Verify Applicant/Application

Enter the required information, which can be found in the email you received from the applicant or the NIH LRP.

Applicant Commons User ID: *

Cancel Verify

6.2 Submit Reference Letter Screen

The screen below appears to referees (persons submitting a reference letter) who are submitting a reference letter in support of a LRP applicant.

If you are a mentor, see [Mentor - Submitting a Reference Letter for LRP Applicant](#) for more details.

If you are a referee (not a mentor), see [Submitting a Reference Letter for LRP Applicant \(Non-Mentor\)](#) for more details.

Submit Reference Letter

Please select an option below:

Submit New Reference Letter Preview and Download Previously Submitted Reference Letter

Cancel Continue

IMPORTANT: Consult the following for LRP policy guidance, including assistance on each field on the LRP application forms:

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

[Instruction Guide for Intramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/ASSIST_LRP_Instruction_)

Guide_Intramural.pdf)

Also see the [LRP website](https://www.lrp.nih.gov/). (https://www.lrp.nih.gov/)

[Instruction Guide for Extramural LRP Applicants](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

(https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf)

6.3 Submitting a Reference Letter for LRP Applicant (Non-Mentor)

If you are a mentor of a Loan Repayment Program (LRP) applicant and received an email from the NIH LRP asking you to submit a reference letter, see this topic instead: [Mentor - Submitting a Reference Letter for LRP Applicant](#).

This help topic is intended those who received a personal email from a colleague requesting that you submit a reference letter in support of your colleague's LRP application. Reference letters must be in PDF format and no longer than two pages.

IMPORTANT: Do not use the "Reference Letters" link on the [main eRA Commons home page](#); instead use the link provided in the requestor's email, which is also reproduced below.

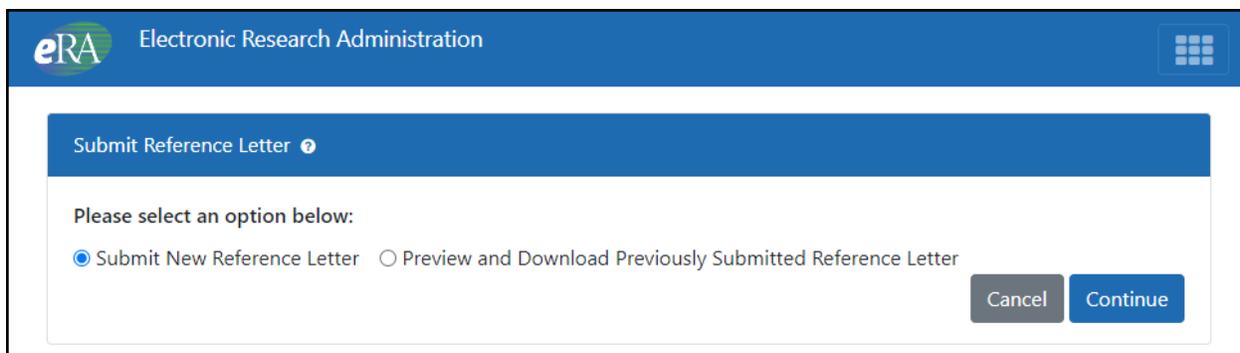
You should have received the following information from the person who asked you to submit a reference letter (applicant); if you did not, ask the applicant to provide you with the following:

- Their NIH Commons ID
- The link where you can submit a letter:
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=refere>
[e](#)
- A deadline (date) by which the LRP application must be submitted. (Preferably, submit the letter at least a week before the applicant's submission deadline.)

To submit a new reference letter for a NIH LRP applicant:

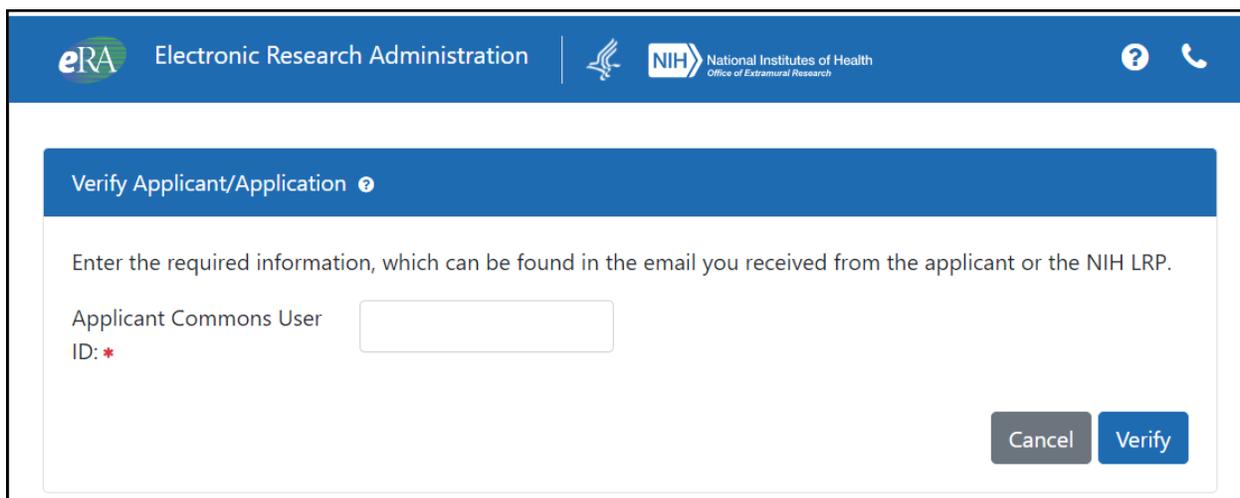
1. Go to [this link](#):
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=refere>
[e](#)

The Submit Reference Letter screen appears.



2. Click the **Submit New Reference Letter** radio button. (If you are replacing a previously submitted reference letter, see this [Replacing or Viewing a Previously Submitted Reference Letter](#)).

The Verify Applicant/Application screen appears.



3. Enter the applicant's Commons ID and click **Verify**.
If the applicant is not found, a message appears at the top of the screen stating *You entered an invalid Commons User ID for this Applicant*. This could be because the applicant no longer has an in-process LRP application, or it could be due to a typo in the Commons ID. Please contact [the LRP Information Center](#) if you are unable to enter a valid Commons ID for the applicant.

The *Referee Reference Letter* screen appears. See an example:



Referee Reference Letter

Applicant Commons User ID

PAVLE

Referee Information

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Email Address *

Email Address

Confirm Email Address *

Email Address

Employment Organization *

Employment Organization

Position Title *

Position Title

File Name	Date Uploaded	
		Upload

- By checking this box, I certify that I am submitting the above reference letter on behalf of an application to the NIH LRP and that I am providing my electronic signature of this document. I understand that my electronic signature is intended to be the legal equivalent of my handwritten signature.
- By checking this box, I understand this reference letter will be used by NIH officials during the review of the individual's application to help determine the applicant's eligibility/suitability for participation in the LRP, and that this letter shall be held in confidence and is protected from unauthorized disclosure according to the Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

Cancel

4. Fill in all the fields on the form and acknowledge all certifications by marking their checkboxes.

A confirmation of this submission will be sent to the email address you enter. If you ever need to upload a revised or corrected letter, you will need the confirmation number in the email.

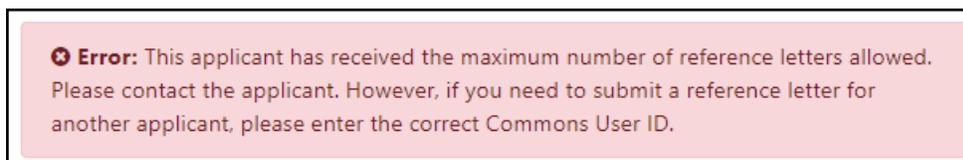
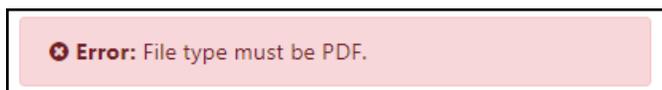
5. To upload the PDF reference letter, click the **Upload** button and choose a PDF file that is under two pages long.



The screenshot shows a form with two input fields: 'File Name' and 'Date Uploaded'. To the right of these fields is a green 'Upload' button with a white arrow icon. The button is highlighted with a red rectangular border.

6. Click the **Submit** button at the bottom of the screen.

A success or error message appears at the top of the screen. If you click the button and nothing appears to happen, scroll to the top of the form to see errors shown in a pink box similar to the following:



If you need to revise the letter and submit a replacement, see [Replacing or Viewing a Previously Submitted Reference Letter](#).

6.4 Mentor - Submitting a Reference Letter for LRP Applicant

Persons who are applying for an NIH Loan Repayment Program award (LRP applicant) might name you as a mentor in their LRP application. If so, then you will receive an email from the LRP program requesting that you submit a reference letter in your capacity as a mentor. You can submit the letter on the NIH eRA website.

The email you receive from LRP contains the LRP applicant's eRA Commons user ID and a link to the site where you can submit the letter. The link contained in the email is also reproduced below. Reference letters must be in PDF format and no longer than two pages/7,500 characters.

IMPORTANT: Do not use the "Submit a Reference Letter" link on the [main eRA Commons home page](#); instead use the link provided in the email you received from the Loan Repayment Program, which is also shown below.

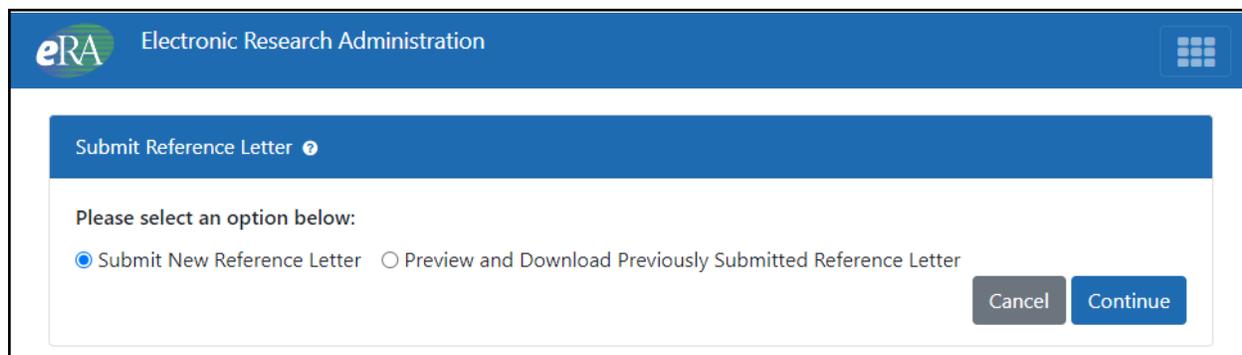
You should have received the following information in an email from LRP:

- The LRP applicant's (your mentee's) NIH Commons ID
- The link where you can submit a letter:
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>
- A deadline (date) by which the LRP application must be submitted. (Preferably, submit the letter at least a week before the applicant's submission deadline.)

To submit a new reference letter as a mentor for a NIH LRP applicant:

1. Go to [this link](#):
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>

The *Submit Reference Letter* screen appears.



2. Click the **Submit New Reference Letter** radio button. (If you are replacing a previously submitted reference letter, see [Replacing or Viewing a Previously Submitted Reference Letter](#)).

The *Verify Applicant/Application* screen appears.

The screenshot shows a web interface for the 'Verify Applicant/Application' step. At the top, there is a blue header with the eRA logo and 'Electronic Research Administration' on the left, and the NIH logo and 'National Institutes of Health Office of Extramural Research' on the right. Below the header is a blue bar with the title 'Verify Applicant/Application' and a help icon. The main content area is white and contains the instruction: 'Enter the required information, which can be found in the email you received from the applicant or the N...'. Below this is a label 'Applicant Commons User ID: *' followed by a text input field. A 'Cancel' button is located in the bottom right corner of the form area.

3. Enter the applicant's Commons ID and click **Verify**.

The Mentor Reference Letter screen appears. See an example:

?

OMB No. 0925-03
NIH 2674-

Mentor Reference Letter

Applicant Commons User ID

PAVLE

Mentor Information

First Name *

Teresa

Middle Name

Middle Name

Last Name *

Toth

Email Address *

teresa.toth@nih.gov

Confirm Email Address *

teresa.toth@nih.gov

Employment Organization *

NIH

Position Title *

Research Writer

File Name	Date Uploaded	View	Remove
RecommendLtr1.docx	7/28/2021		

I certify that:

1. The statements herein are true, complete, and accurate to the best of my knowledge.
2. I accept responsibility for the scientific conduct of the research project.
3. The applicant will be provided the necessary time and resources to engage in the named research project if an LRP contract is awarded.
4. I have reviewed and approved this applicant's research documents, which were/will be submitted by the applicant.
5. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

By checking this box, I certify that I am submitting the above reference letter on behalf of an application to the NIH LRP and that I am providing my electronic signature of this document. I understand that my electronic signature is intended to be the legal equivalent of my handwritten signature.

By checking this box, I understand this reference letter will be used by NIH officials during the review of the individual's application to help determine the applicant's eligibility/suitability for participation in the LRP, and that this letter shall be held in confidence and is protected from unauthorized disclosure according to the Privacy Act System of Records #09-25-0165 (see Confidentiality and Privacy Act Notice).

[Cancel](#) [Submit](#)

4. Fill in all the fields on the form and acknowledge all certifications by marking their checkboxes.

A confirmation of this submission will be sent to the email address you enter. If you ever need to upload a revised or corrected letter, you will need the confirmation number in the email.

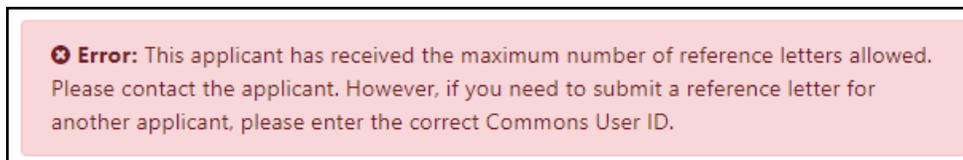
5. To upload the PDF reference letter, click the **Upload** button and choose a PDF file.



The screenshot shows a form with two input fields: "File Name" and "Date Uploaded". To the right of these fields is a green "Upload" button with a white upward-pointing arrow icon. The button is highlighted with a red rectangular border.

6. Click the **Submit** button at the bottom of the screen.

A success or error message appears at the top of the screen. If you click the button and nothing appears to happen, scroll to the top of the form to see errors shown in a pink box similar to the following:



If you need to revise the letter and submit a replacement, see [Replacing or Viewing a Previously Submitted Reference Letter](#).

6.5 Search for Previously Submitted Reference Letter Screen

The following screen appears for referees (persons submitting a reference letter) who are searching for a previously-submitted reference letter in order to view the letter that was submitted or to replace it with an updated letter.

The screenshot shows the eRA Electronic Research Administration interface. At the top, there is a blue header with the eRA logo and the text "Electronic Research Administration". Below the header is a search bar titled "Search for Reference Letter". The search bar contains the text "Enter the required information, which can be found in the confirmation email you received, to access previously submitted reference letter." Below the search bar are two input fields: "Confirmation Number: *" with the value "468159" and "Commons User ID: *" with the value "GRADY". At the bottom right of the search bar are two buttons: "Cancel" and "Preview".

When you submitted a reference letter, you should have received an email similar to the following, which contains the confirmation number:



See [Replacing or Viewing a Previously Submitted Reference Letter](#) for details on replacing a reference letter.

6.6 Preview Reference Letter

The following screen appears for referees (persons submitting a reference letter) who are revisiting a previously submitted reference letter, either to view the letter, or replace it.

To view the letter, click the Reference Letter filename (outlined in red below). To replace the letter, click the Replace Reference Letter button and follow the instructions in the replace procedure here: [Replacing or Viewing a Previously Submitted Reference Letter](#).

The screenshot shows the 'Preview Reference Letter' interface in the eRA system. The header includes the eRA logo and 'Electronic Research Administration'. The main content area is titled 'Preview Reference Letter' and contains the following information:

Submitter Information:	
Applicant User ID:	GRADY
Submitter Name:	Zelic, Sophie
Email Address:	teresa.toth@nih.gov
Organization:	NIH
Position Title:	Writer
Reference Letter:	RecommendLtr6.pdf

At the bottom right of the form, there are two buttons: 'Cancel' and 'Replace Reference Letter'.

6.7 Replacing or Viewing a Previously Submitted Reference Letter

If you have submitted a reference letter (i.e., you are a *referee*) for an applicant of the NIH Loan Repayment Program in the current application cycle, and you now want to either view that letter or replace it with a revised letter, you can do so. However, you must possess two pieces of information, both of which are available in the confirmation email you received when you submitted your reference letter:

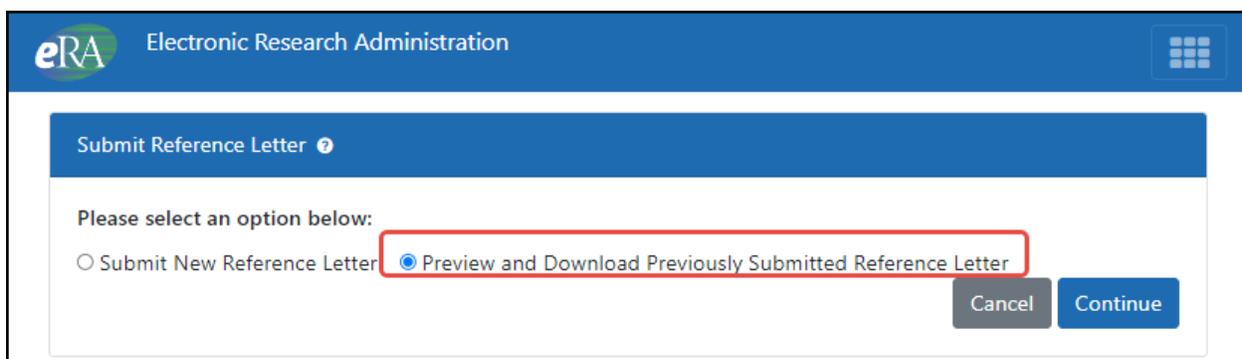
- The eRA Commons User ID of the applicant for whom you submitted the reference letter.
- The confirmation number of the most recent submission of your reference letter. This is located in the email that was sent to you when you submitted the reference letter. After submitting a reference letter, you should have received an email similar to the following, which contains a confirmation number:



To view or replace a reference letter that you previously submitted:

1. Go to the same link that you used before to submit a reference letter. The link is different for a mentor vs a non-mentor referee.
 - If you are a mentor, [go to this link](https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor):
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=mentor>
 - If you are a referee (not a mentor), [go to this link](https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee):
<https://public.era.nih.gov/commonsplus/public/lrpreference/referenceLetter.era?mode=referee>

The Submit Reference Letter screen appears.



2. Click the second radio button and click **Continue**.

The Search for Reference Letter screen appears.

The screenshot shows the 'Search for Reference Letter' form in the eRA system. The header includes the eRA logo and 'Electronic Research Administration'. The form title is 'Search for Reference Letter'. Below the title, there is a blue bar with the text 'Search for Reference Letter' and a help icon. The main content area contains the instruction: 'Enter the required information, which can be found in the confirmation email you received, to access previously submitted reference letter.' There are two input fields: 'Confirmation Number: *' with the value '468159' and 'Commons User ID: *' with the value 'GRADY'. At the bottom right, there are two buttons: 'Cancel' and 'Preview'.

3. Enter the confirmation number and eRA Commons user ID and click **Preview**.

The Preview Reference Letter screen appears.

The screenshot shows the 'Preview Reference Letter' form in the eRA system. The header includes the eRA logo and 'Electronic Research Administration'. The form title is 'Preview Reference Letter'. Below the title, there is a blue bar with the text 'Preview Reference Letter' and a help icon. The main content area contains the section 'Submitter Information:' with the following details: 'Applicant User ID: GRADY', 'Submitter Name: Zelic, Sophie', 'Email Address: teresa.toth@nih.gov', 'Organization: NIH', 'Position Title: Writer', and 'Reference Letter: RecommendLtr6.pdf'. The file name 'RecommendLtr6.pdf' is highlighted with a red box. At the bottom right, there are two buttons: 'Cancel' and 'Replace Reference Letter'.

4. On the Preview Reference Letter screen, you can do two things:

- Click the file name in the **Reference Letter** field to download/view the file in your browser's PDF viewer.

- Click **Replace Reference Letter**, which brings up a confirmation popup, where you click the **Replace** button again. Then find and choose a PDF that is two pages or less.

A "Success" message in green appears at the top of the screen, indicating that the letter was replaced. You can also see that the file name is different if you picked a file with a new name. You will receive another email from LRP confirming submission, and the email will contain the confirmation number.

The screenshot shows the eRA Electronic Research Administration interface. At the top, there is a blue header with the eRA logo and the text "Electronic Research Administration". Below the header, a green success message reads: "Success: Thank you for submitting a letter of support on behalf of this applicant." Below this, a blue bar contains the text "Preview Reference Letter". The main content area displays "Submitter Information:" with the following details: Applicant User: GRADY; ID: (blank); Submitter Name: Zelic, Sophie; Email Address: teresa.toth@nih.gov; Organization: NIH; Position Title: Writer; Reference Letter: RecommendLtr9.pdf (highlighted with a red box). At the bottom of the dialog, there is a "Cancel" button and a "Replace Reference Letter" button. A message at the bottom of the dialog states: "You will receive an e-mail confirmation of your submission at your listed e-mail address shortly."

6 Financial Documents for LRP- Uploading and Viewing

6.8 For Extramural and Intramural LRP Applicants

When your application is selected by an IC for further consideration, the application undergoes financial vetting by the Division of Loan Repayment (DLR). As part of the process, DLR asks for financial documents relating to the loan to ensure eligibility. You upload these using the *LRP - Financial Document Submission* screen in the Status module.

NOTE: About the Instructions— While the instructions on the screen say financial information must not be uploaded, this refers to personally identifiable information, such as your social security number or banking information, both of which you must provide through the Secure Payee Registration System (SPRS). DLR will require you to provide loan documents, which may contain information such as lender name, borrower name, statement date, payoff amount, etc. If the document contains personally identifiable information such as your social security number, birth date, or drivers license, you must redact this information (black it out) before uploading the document.

For details on loan documentation that may be required, see <https://www.lrp.nih.gov/detailed-loan-info> and click the **Loan Documentation** section heading. This section includes an example [Account Statement](https://www.lrp.nih.gov/sites/default/files/uploaded/documents/2019-Account-Statement-508c.pdf), which shows a loan document that contains the required information. (<https://www.lrp.nih.gov/sites/default/files/uploaded/documents/2019-Account-Statement-508c.pdf>)

You will receive an email letting you know that financial documents are required. If you receive such an email, follow the instructions below to submit your financial documents. Once you have successfully uploaded documents, you can view a list of the documents you uploaded, and you can open those documents in your browser's PDF viewer; see the second procedure below.

Uploading Financial Documents for LRP in Response to a Request from DLR

To submit financial documents to DLR for an LRP application:

1. [Log into eRA Commons](#).
2. Click the **Status** button on the home page to enter the *Status* module.



3. Find the LRP application in the list. If in Grouped View, expand the application by clicking its '+' button.
4. Click the **Add Additional Materials** button in the **Available Actions** column.

Loan Repayment Program (LRP)

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR Internet Assisted Review xTrain xTRACT

Notes & Tips:

- Important: The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information
- Reminder: All PDF files should be flattened before uploading to ensure successful submission. See instructions on how to flatten PDF [here](#).

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click the Applications/Grants menu tab again.

Status Result - List of Applications/Awards 53 Grouped View

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
1L60DK132984-01	LRP0000009183	Testing through ASSIST for Commons	CLEGER, CHAR (PI)	Submission Complete	Council review completed	12/29/2021	Add Additional Materials

Tip: If you are in Flat View in Status, click the **Actions** button in the **Available Actions** column and select **Add Additional Materials** from the button menu.

Status Available Actions

11/30/2021 Actions

11/2 Add Additional Materials

Status Action for Add Additional Materials in Flat View

The *LRP - Financial Document Submission* popup appears, where you specify the loan for which you plan to upload a document, and the type of document that will be uploaded.

LRP - Financial Document Submission

Select the loan and documentation type for the financial document you are uploading.

Select your loan/servicer: 1- Servicing Center Select your loan document type: Please select loan document

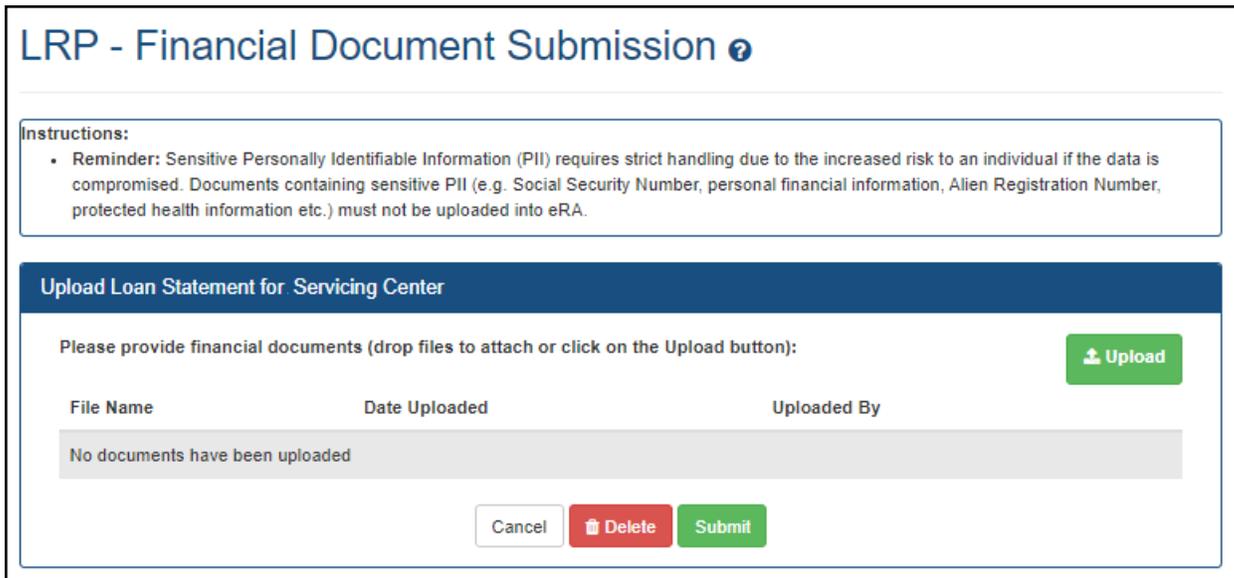
Select Please select loan document Promissory Note Loan Statement

Select Back

5. Select your loan from the **Select your loan/servicer** dropdown (list of loans) and select the type of document you plan to upload from **Select your loan document type**. Then click the **Select** button.

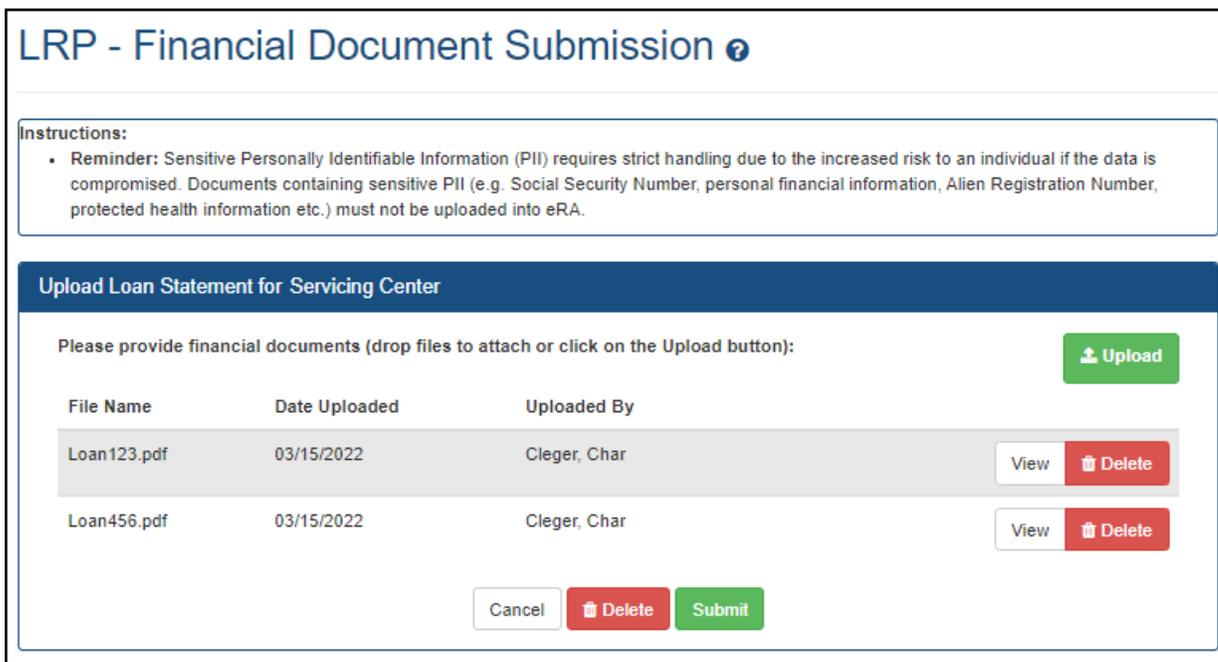
For a *New* application, both **Promissory Note** and **Loan Statement** appear in the second dropdown while for a *Renewal*, only **Loan Statement** appears in this dropdown because only a loan statement with updated balance is necessary for renewals.

A screen, also named *LRP - Financial Document Submission*, appears, where you actually upload and submit documents.



6. Click the **Upload** button and browse to a file or drag and drop the file onto the screen. You can upload more than one file, but each is limited to 6MB size. Once the documents are uploaded, they are saved in the system even if you don't submit.

After uploading files, they are listed onscreen.

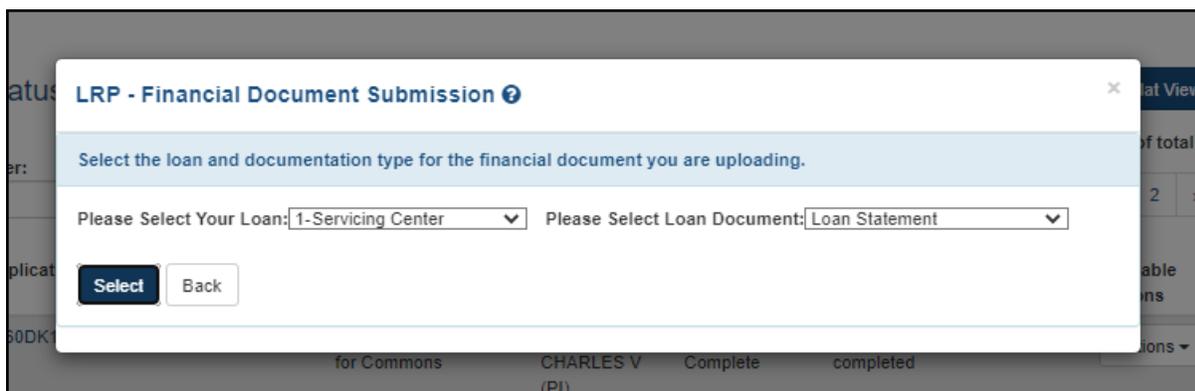
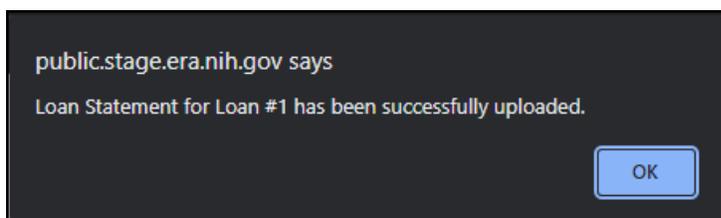


7. After files are uploaded, you can:

- Remove a file by clicking its **Delete** button.
- View a file in your browser's PDF viewer by clicking its **View** button.
- Click **Cancel** if you want to come back to this form later, and the files you uploaded will still be there.
- Cancel this entire submission, removing the files from the eRA system (where they are already saved), by clicking the **Delete** button at the bottom of the screen. The **Cancel** button does **not** remove this submission package or delete the files; it simply closes this screen and the files remain for the next time you enter the screen.

8. When you have uploaded the correct files, click the **Submit** button.

A confirmation message appears in your browser indicating success or failure to upload. Once you click OK in the confirmation message, you again see the popup where you selected the loan and document type. You can repeat the process to add another file type or documents for a different loan.



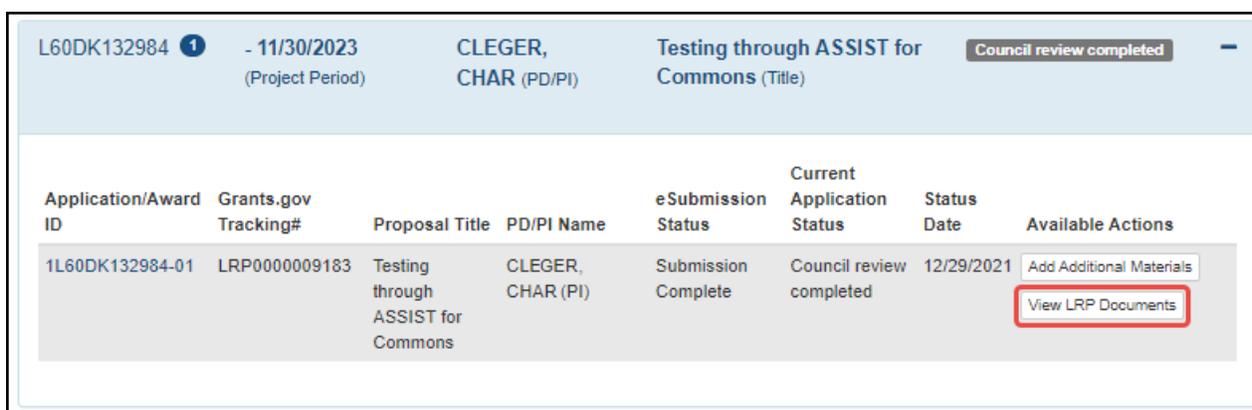
9. When finished adding files, click the **Back** button in the *LRP - Financial Document Submission* popup, which returns you to the *Status* module.

Viewing Financial Documents That You Previously Submitted

Once you submit documents to DLR, you cannot revoke the submission; however, you can view documents you previously submitted. If you submit a document by mistake contact DLR directly at (866) 849-4047 or lrp@nih.gov.

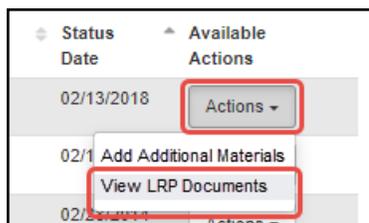
To view LRP documents you previously submitted:

1. [Log into eRA Commons](#).
2. Click the **Status** button on the home page to enter the *Status* module.
3. Find the LRP application in the list. If in Grouped View, shown below, expand the application by clicking its '+' button.
4. Click the **View LRP Documents** button in the **Available Actions** column.



Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
L60DK132984-01	LRP0000009183	Testing through ASSIST for Commons	CLEGER, CHAR (PI)	Submission Complete	Council review completed	12/29/2021	Add Additional Materials View LRP Documents

Tip: If you are in Flat View in Status, click the **Actions** button in the **Available Actions** column and select **View LRP Documents** from the button menu.



Status Action for View LRP Documents in Flat View

The *LRP Documents* popup appears.

LRP Documents ⓘ

1-Academic Institutional Loan		
Document Type	Document	Uploaded
Loan Statement	Loan123.pdf	03/16/2022
Loan Statement	Loan456.pdf	03/16/2022
FSA Summary Report	Document	Uploaded
FSA Report	Detail.pdf	03/16/2022
FSA Report	Financial.pdf	03/16/2022

[Close](#)

uploaded LRP Documents popup, which shows PDFs for the current application that were previously

5. Click a document name to view it in your browser's PDF viewer or click **Close** to exit. See an example of a promissory note with redacted personally identifiable information:

1 / 1
88%
+
+
+

Direct
Loans

Federal Direct Stafford/Ford Loan
Federal Direct Unsubsidized Stafford/Ford Loan
Master Promissory Note
William D. Ford Federal Direct Loan Program

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OMB No. 1845-0007
 Form Approved
 Exp. Date 05/31/2011

SECTION A: BORROWER INFORMATION **READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION**

<p>1. Driver's License State and No. _____</p> <p>3. E-mail Address (optional) _____</p> <p>4. Name and Address _____</p>	<p>2. Social Security No. _____</p> <p>5. Date of Birth _____</p> <p>6. Area Code/Telephone No. _____</p>
---	---

7. References: List two persons with different U.S. addresses who have known you for at least three years. The first reference should be a parent or legal guardian.

Name 1. _____	2. _____
Permanent Street Address _____	_____
City, State, Zip Code _____	_____
Area Code/Telephone No. () _____	() _____
Relationship to Borrower _____	_____

SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL

8. School Name and Address _____	9. School Code/Branch _____	10. Identification No. _____
----------------------------------	-----------------------------	------------------------------

SECTION C: BORROWER REQUEST, CERTIFICATIONS, AUTHORIZATIONS, AND UNDERSTANDINGS – READ CAREFULLY BEFORE SIGNING BELOW

11. This is a Master Promissory Note (MPN) for one or more Federal Direct Stafford/Ford (Direct Subsidized) Loans and/or Federal Direct Unsubsidized Stafford/Ford (Direct Unsubsidized) Loans. I request a total amount of Direct Subsidized Loans and/or Direct Unsubsidized Loans under this MPN not to exceed the allowable maximums under the Act ("the Act" is defined in Section E under Governing Law). My school will notify me of the loan type and loan amount that I am eligible to receive. I may cancel a loan or request a lower amount by contacting my school. Additional information about my right to cancel a loan or request a lower amount is included in the Borrower's Rights and Responsibilities Statement and in the disclosure statements that will be provided to me.

12. Under penalty of perjury, I certify that:

A. The information I have provided on this MPN and as updated by me from time to time is true, complete, and correct to the best of my knowledge and belief and is made in good faith.

B. I will use the proceeds of loans made under this MPN for authorized educational expenses that I incur and I will immediately repay any loan proceeds that cannot be attributed to educational expenses for attendance on at least a half-time basis at the school that certified my loan eligibility.

C. If I owe an overpayment on a Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant (ACG), National Science or Mathematics Access to Retain Talent (SMART) Grant, or Leveraging Educational Assistance Partnership Grant, I have made satisfactory arrangements to repay the amount owed.

D. If I am in default on any loan received under the Federal Perkins Loan Program (including National Direct Student Loans), the William D. Ford Federal Direct Loan (Direct Loan) Program, or the Federal Family Education Loan (FFEL) Program, I have made satisfactory repayment arrangements with the holder to repay the amount owed.

E. If I have been convicted of, or pled *nolo contendere* (no contest) or guilty to, a crime involving fraud in obtaining funds under title IV of the Higher Education Act of 1965 (HEA), as amended, I have completed the repayment of the funds to the U.S. Department of Education (ED) or to the loan holder in the case of a Title IV federal student loan.

13. For each Direct Subsidized Loan and Direct Unsubsidized Loan I receive under this MPN, I make the following authorizations:

A. I authorize my school to certify my eligibility for the loan.

B. I authorize my school to credit my loan proceeds to my student account at the school.

C. I authorize my school to pay to ED any refund that may be due up to the full amount of the loan.

D. I authorize ED to investigate my credit record and report information about my loan status to persons and organizations permitted by law to receive that information.

E. Unless I notify ED differently, I authorize ED to defer repayment of principal on my loan while I am enrolled at least half-time at an eligible school.

F. I authorize my school and ED to release information about my loan to the references on the loan and to members of my immediate family, unless I submit written directions otherwise.

G. I authorize my schools, lenders and guarantors, ED, and their agents to release information about my loan to each other.

H. I authorize my schools, ED, and their respective agents and contractors to contact me regarding my loan request or my loan, including repayment of my loan, at the current or any future number that I provide for my cellular telephone or other wireless device using automated dialing equipment or artificial or prerecorded voice or text messages.

14. I will be given the opportunity to pay the interest that ED charges during grace, in-school, deferment, forbearance, and other periods as provided under the Act, including during in-school deferment periods. Unless I pay the interest, I understand that ED may add unpaid interest that is charged on each loan made under this MPN to the principal balance of that loan (this is called "capitalization") at the end of the grace, deferment, forbearance, or other period. Capitalization will increase the principal balance on my loan and the total amount of interest I must pay.

15. I understand that ED has the authority to verify information reported on this MPN with other federal agencies.

SECTION D: PROMISE TO PAY

16. I promise to pay to ED all loan amounts disbursed under the terms of this MPN, plus interest and other charges and fees that may become due as provided in this MPN. I understand that more than one loan may be made to me under this MPN. I understand that by accepting any disbursement issued at any time under this MPN, I agree to repay the loan associated with that disbursement. I understand that, within certain timeframes, I may cancel or reduce the amount of a loan by refusing to accept or by returning all or a portion of any disbursement that is issued. Unless I make interest payments, interest that ED charges on my loans during grace, in-school, deferment, forbearance, and other periods will be added to the principal balance of the loan as provided under the Act. If I do not make a payment on a loan made under this MPN when it is due, I will also pay reasonable collection costs, including but not limited to attorney's fees, court costs, and other fees. I will not sign this MPN before reading the entire MPN, even if I am told not to read it, or told that I am not required to read it. I am entitled to an exact copy of this MPN and the Borrower's Rights and Responsibilities Statement. My signature certifies that I have read, understand, and agree to the terms and conditions of this MPN, including the Borrower Request, Certifications, Authorizations, and Understanding in Section C, the Notice About Subsequent Loans Made Under this MPN in Section E, and the terms and conditions described in Section E of this MPN and in the Borrower's Rights and Responsibilities Statement.

I UNDERSTAND THAT I MAY RECEIVE ONE OR MORE LOANS UNDER THIS MPN, AND THAT I MUST REPAY ALL LOANS THAT I RECEIVE UNDER THIS MPN.

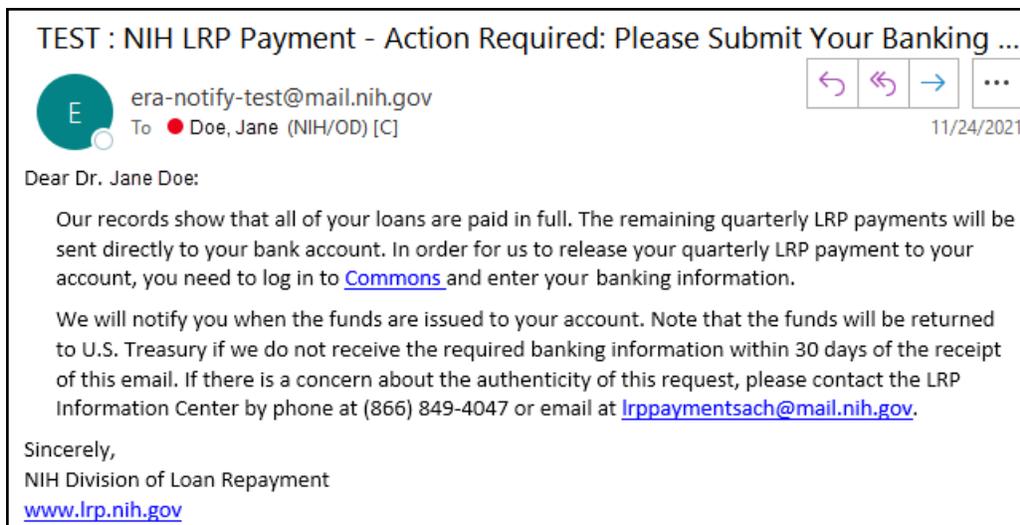
17. Borrower's Signature _____	18. Today's Date (mm-dd-yyyy) _____
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Also see the topic titled "3. What are the Different Types of Private Information?" in this NIH PDF:
[https://oma.od.nih.gov/DMS/Documents/Privacy/NIH%20Privacy%20FAQs%20June%202014.p
df](https://oma.od.nih.gov/DMS/Documents/Privacy/NIH%20Privacy%20FAQs%20June%202014.pdf)

6 Submitting Banking Information

For Extramural or Intramural Applicants

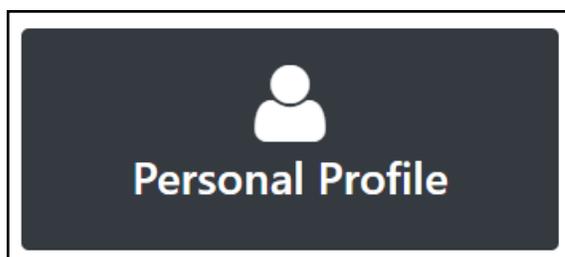
If your LRP application is selected by the Division of Loan Repayment (DLR) or if you are eligible for reimbursement through the LRP (Loan Repayment Program), then you might receive an email titled *NIH LRP Payment - Action Required: Please Submit Your Banking Information*; see below for a sample:



If that is the case and you receive such an email, you must provide your banking information for the purposes of receiving payments. To do this, you log into eRA Commons, access Personal Profile, open the *Name and Info* section for editing, and click the Secure Payee Registration System link.

To provide your social security number and banking information:

1. Log into eRA Commons; see [Logging into eRA Commons](#).
2. Click the **Personal Profile** button, shown below, or use the Apps menu to navigate to Personal Profile.



3. Click the **Edit** button for the *Name and ID* section of the Personal Profile.



4. Scroll to the bottom of the *Name and ID* section, and click the link for the **Secure Payee Registration System**.

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing Personal Profile, review and enter missing information.

[+ View All](#) [Save All](#) [Discard Changes](#)

Name and ID

Name

Prefix	<input type="text" value="Dr."/>	<p>*Required Field(s)</p> <p>If you have a common name, please include your middle name to help uniquely identify you.</p> <p>When you submit an award, enter your name there the same way you do here.</p>
*First Name	<input type="text" value="Anne"/>	
Middle Name	<input type="text" value="M"/>	
*Last Name	<input type="text" value="Dance"/>	
Suffix	<input type="text" value="Select One"/>	

Loan Repayment Program (LRP)

Click on the Secure Payee Registration System (SPRS) link below to enter your Social Security Number and/or your banking information. Note that only LRP awardees that have received a notification from the Division of Loan Repayment are required to enter their banking information.

[Secure Payee Registration System \[Link\]](#) 

Demographics

Employment

The Secure Payee Registration System appears, which is outside of eRA Commons. Follow the directions on the page to securely enter your banking information so that you can be reimbursed electronically by federal government via the Loan Repayment Program.

For detailed instructions on Personal Profile, see [Personal Profile Module](#).