

Transcript – LRP How the Institutional Business Official Certifies an LRP Applicant

Transcript Disclaimer:

This transcript is NOT a certified transcript, and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes only.

Welcome to this video tutorial that demonstrates how an Institutional Business Official, known as the IBO, certifies a Loan Repayment Program, LRP, applicant. The IBO represents the LRP applicant's employing institution in an official capacity.

The IBO is responsible for certifying the following by the application submission deadline: the applicant is a U.S. citizen, U.S. national, or permanent resident of the U.S.; the applicant is not a federal or for-profit employee; the applicant is employed to conduct research for an average of at least 20 hours a week per quarter (13 weeks) by a domestic, non-profit organization; the applicant has protected research time for the length of the award; and the research is not prohibited by federal law.

As part of the submission process, the LRP applicant will identify their IBO in the Colleague Information section of the application form. This triggers an automated email to be sent to the IBO with the instructions on how to certify the LRP applicant.

In addition to the instructions for completing the certification of the LRP applicant, the email will include the application submission deadline. Since the application cannot be considered complete without your certifications, it is critical that you complete and submit the requested information before the deadline.

To begin, you will login into eRA Commons. From the landing page, look for the Apps Menu icon in the upper left corner of the screen. Click on the icon and from the menu, select IBO Portal.

This will open the LRP IBO Portal screen. This will display your current list of applicants in a table format. The table shows the cohort year, if the application is a new or renewal application, the status of the initial certification, the status of the final certification, and a three dot overflow icon for available actions.

For a certification that is not yet started, hovering over the overflow icon shows the available action, which is Start Certification. Clicking Start Certification opens the Institutional Business Official Certification for LRP Application screen.

Start by adding the applicant's current annual income or compensation. Note that the field supports whole numbers only.

Next, complete the Certifying Official's Assurances by reading through the statements and selecting the checkbox to indicate you certify that all the statements are accurate and truthful.

You will verify the status of the applicant's U.S. Citizenship by selecting the appropriate radio button. At the bottom right of the screen you will have three options. You can exit the screen. Clicking exit will return you to the IBO Portal screen without saving any changes.

You can click the blue Save button. This will save your changes. If you return to the IBO Portal screen, the status will now show as Work in Progress and the available action will be Complete Certification.

The third option is to submit the certification. Clicking the Submit button will complete the process. The LRP IBO Portal screen will now show the status of the certification as Submitted and the initial applicant certification process is complete. For LRP applicants who pass the first level of review, the IBO will receive an email request to provide final certification to complete the process for selected applicants.

There are a number of resources available to assist you with the certification process for a Loan Repayment Program applicant. If you need help, you can reach out to the LRP Information Center. If you need technical assistance with submitting your certification, please contact the eRA Service Desk.

- The LRP webpage: <https://www.lrp.nih.gov/>
- LTP Institutional Business Officials Page: <https://www.lrp.nih.gov/institutional-business-officials>
- **LRP Information Center**
Phone Number: (866) 849-4047
Email: lrp@nih.gov
- eRA Service Desk: <https://grants.nih.gov/support>

This concludes this video tutorial that demonstrates how an Institutional Business Official certifies a Loan Repayment Program applicant. Thank you for watching.