

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH

**Loan Repayment Programs
Instructions for Application Package: NIH 2674**

This document provides guidance for responding to items on the 19 forms that compose the NIH 2674 application package. More detailed instructions are contained on each of the online forms. If you have any questions on the application, please refer to the Website (www.lrp.nih.gov) or call the NIH LRP Help Line at 866 849-4047.

You must complete all required forms online. Incomplete applications will not be reviewed.

The Office of Loan Repayment and Scholarship (OLRS), located in the Office of the Director (OD), National Institutes of Health (NIH) is responsible for the administration of payments and oversight of the application process for the following Loan Repayment Programs: Pediatric Research; Clinical Research; Health Disparities Research; Clinical Researchers from Disadvantaged Backgrounds; and Contraception and Infertility Research. These programs are administered in accordance with Sections 485G, 487B, 487E, 487F and 487G of the Public Health Service Act (42 USC 287c-33, 288-2, 288-5, 288-5a, and 288-6).

2674-1 Applicant Information

Please provide us with your contact, employment, educational, other service obligation, federal affiliations, and other information. You are required to attach a copy of your Biosketch. You may voluntarily provide us with information on your Gender/Race/National Origin/Disability Status. This online form is required for all applicants.

2674-2 Personal Statement

The purpose of this online form is for you to describe your previous research training experience, short-term academic and research objectives, long-term career objectives and plan to achieve these objectives. This information is used by NIH to evaluate your commitment to a career in research and the appropriateness of previous training and experience as preparation for a career in clinical research. This online form is required for all applicants.

2674-3 Recommendations

Please use this online form to identify professional references that will provide a recommendation for you. The application process requires each applicant to obtain at least three (3) recommendations; however, you may list up to five (5). All completed recommendations are reviewed. This online form is required for all applicants except for Intramural Renewal applicants.

2674-4 Loan Information Form

This online form identifies your outstanding educational debt. All New LRP applicants are required to complete one or more forms providing detailed information on your qualifying educational loans. If your application is selected for funding, you will be required to submit copies

of your Promissory Note and a current Loan Statement for each loan identified on the Loan Information form(s). This online form is required for all New applicants.

2674-5 IC Recommendation for LRP Funding

This online form is completed by the NIH Loan Repayment Coordinator for all Intramural applicants. It provides information which is used to verify eligibility for the program. It is required for all Intramural applicants.

2674-5 Research Activities

Please upload a document outlining your specific research project during the term of the LRP contract. You must describe the research activities you will pursue over the next contract period, your specific responsibilities, and your role in the research. If you are working with a Research Supervisor or Principal Investigator, please provide us with their name and email address so they can complete a recommendation and an assessment of research activities form on your behalf. If you are an Independent researcher and do not have a Research Supervisor or Principal Investigator, provide us with a document outlining your Research Environment and your Career Development Plan. This online form is required for all applicants.

2674-6 Assessment of Research Activities

This online form is completed by your Research Supervisor or Principal Investigator, if you have designated one. They will provide their Biosketch, a document outlining the Research Environment, your Training and Mentoring Plan, and may upload the biosketch of the individual responsible for your mentoring and training. This online form is required for all applications.

2674-7 Research Accomplishments

This online form allows a renewal applicant to document the research accomplishments achieved during the prior contract period. If you have recently changed your research project or research supervisor, provide us with contact information of the mentor who can best speak to your past accomplishments. This online form is only required for Renewal applicants.

2674-8 Certifications for Online Applications

Please print, review, and sign this online form where indicated and fax it to 866-849-4046. This will certify to the accuracy of the information you provided in your application, allow NIH to obtain information on your loans, and confirm the confidentiality of the recommendations. This online form is required for all applicants.

2674-9 Institutional Contact

Please provide us with the name and email address of the institutional representative that will certify to the required support from your employer over the term of the contract. The official providing this information should be someone authorized to reply for the organization. If you are not certain whom to name, please consult with your Research Supervisor or Principal Investigator. This online form is required for all applicants.

2674-10 Disadvantaged Background Documentation

Applicants to the Clinical Research for Individuals from Disadvantaged Background LRP should complete this form. To meet the low-income requirement you must demonstrate your disadvantaged status by submitting (1) a written statement from your former school(s) where you qualified for Federal disadvantaged assistance, (2) verification of receipt of loans from either the Health Professions Student Loans (HPSL) or Loans for Disadvantaged Student Program, or (3) verification of a scholarship from the U.S. Department of Health and Human Services under the Scholarship for Individuals with Exceptional Financial Need.

2674-11 Contract

You are required to read, sign and return the contract. The signed contract is required for all applicants.

2674-12 Recommendation

This online form will be completed by the professional references listed on Form 2674-3. References should complete contact information, provide ratings regarding the applicant's research capabilities, and provide an overall assessment of the applicant. This online form is required for all applicants.

2674-13 Assessment of Research Accomplishments

This online form will be completed by the Research Supervisor or Principal Investigator identified on Form 2674-6. Please complete contact information, review the attached research accomplishments document provided by the applicant, and provide an assessment of the applicant's research accomplishments. This online form is required for Renewal applicants only.

2674-15 Apply Here

Please use this online form to obtain your login ID and password and to indicate which NIH LRP you are applying for. The email address you provide will be used to contact you during the application cycle. NIH needs your SSN to verify your identity, determine your eligibility for loan repayment assistance and the amount of assistance, and to keep track of the Federal funds you receive. NIH also uses your SSN for loan repayment and servicing purposes. See Privacy Act information in this package. Identify if you are applying to the Extramural Program (for Non-NIH researchers) or Intramural Program (for NIH researchers); which LRP you are applying for; if you are a New Applicant or Renewal Applicant; and if you will be identifying a Research Supervisor. If you are an Intramural applicant, you will need to provide your title and the hiring NIH institute or center. This online form is required for all applicants.

2674-16 Institutional Information

This online form will be completed by the institutional representative identified on Form 2674-10. Please complete contact information, provide the applicant's salary and certify the source of funding and that your institution will provide the necessary support for the applicant to conduct research for the duration of the contract. For New Applicants, the initial period will be for two years beginning in July. For Renewal Applicants, certify to one (1) or two (2) years of additional support for the applicant. This certification is required for all Extramural applicants.

2674-17 Loan Information Form

This form provides NIH with current information on the specified loan and is completed by the applicant's lender.

2674-18 Citizenship Information

The NIH LRP is open to U.S. Citizens and U. S. Permanent Residents. Please complete this online form verifying your citizenship status and submit documentation necessary to establish your citizenship status. This online form is required for all New Extramural applicants.

2674-19 Funding Information

Please use this online form to list the top three (3) non-profit funding sources supporting your research activities over the term of the LRP contract. At least one non-profit or NIH funding source must be identified. This online form is required for all Extramural applicants.