NATIONAL INSTITUTES OF HEALTH
US DEPARTMENT OF HEALTH AND HUMAN SERVICES

NIH LOAN REPAYMENT PROGRAMS
IC RECOMMENDATION FOR LRP FUNDING

General Instructions for Loan Repayment Program Coordinators (LRPC)

Please obtain the necessary signatures on this page and fax it to the Division of Loan Repayment (DLR) at 866 849-4046. IC LRPCs must submit renewal applications by March 1 and new applications by May 1. If you have any questions about completing this form call the DLR at 1- 866-849-4047.

SECTION 1 – APPLICANT INFORMATION

Applicant's Name		Title	
IC		Pay Plan/ Occupational Series	
LRP Program		NIH SALARY at Program Eligibility Date	
		Type of Assignment	
Contract Length		End Date of Temporary Assignment from SF52/SF50	

SECTION 2 –IC RECOMMENDATIONS AND CONCURRENCE

Initiating Official (Advisor/Supervisor)		**Lab/Branch Chief**	
Name		Name	(Please Print)
SIGNATURE:		**SIGNATURE:**	
DATE:		**DATE:**	
Program Director (Intramural Scientific Director)		**Personnel Officer**	
Name:		Name:	(Please Print)
SIGNATURE:		**SIGNATURE:**	
DATE:		**DATE:**	
IC Loan Repayment Coordinator (LRPC)		**IC Director**	
Name:		Name:	
SIGNATURE:		**SIGNATURE:**	
DATE:		**DATE:**	

Special Instructions for Loan Repayment Coordinators (LRPC) and Personnel Officials

- ICs must extend employment offers for 2 years for the AIDS and Clinical LRP or 3 years for the General Research LRP. Renewal applicants must have an offer of continued employment for one year, to coincide with the LRP contract period. The LRP contract commences on the program eligibility date which is the receipt date of an application in the LRP office or the EOD date for new hires, whichever occurs later.
- Basic NIH salary entered in Section 2 is as of the applicant's program eligibility date. For applicants employed under the Commissioned Corps, salary comprises base pay plus quarters, subsistence, and variable housing allowances. Special and bonus pay, such as board-certified, contract, and variable incentive pay, are not included. Similarly, for applicants under the General Schedule pay plan, Physicians Comparability Allowances (PCA) are not included in the salary calculation. However, pursuant to 5 CFR § 595.105(e), an individual receiving a PCA who is accepted into the LRP must have his/her PCA reduced by the amount of the loan repayment upon entry to the LRP.