

# **Nurse Corps (NC) Scholarship Program (SP)**

## **Confirmation of Interest (COI) User Guide**

**July 2022**

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## **PART 1 | INTRODUCTION**

### **NC SP CONFIRMATION OF INTEREST USER GUIDE**

**Purpose:** The Nurse Corps (NC) Scholarship Program (SP) Confirmation of Interest (COI) user guide serves as the main guide to answer analyst questions regarding issues applicants may face when completing their COI Process. In addition to this user guide, applicants must be familiar with the NC SP Application Program & Guidance, as some of the questions will be program based and will not be discussed in this user guide. The primary intent of this user guide is to focus on the functionality developed for the NC SP COI.

**Roles:** There are no roles associated with the NC SP online application. The Confirmation of Interest (COI) is on the applicant portal, and is only accessible to applicants that have been offered an award. Program will not have roles or accounts for these screens.

**Precondition:** The applicant must be offered an Award and sent a Confirmation of Interest (COI).

## **PART 2 | APPLICANT CONFIRMS INTEREST AND ACCEPTS AWARD**

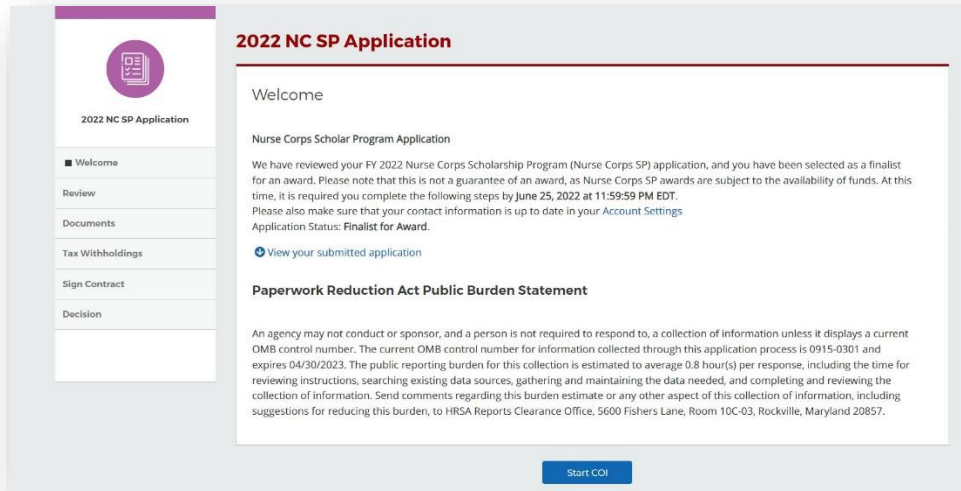
### **WELCOME SCREEN**

After application review and external review are complete, Program selects applicants to award and sends these individuals the Confirmation of Interest (COI) email. The email provides the selected applicants a link to the portal notifying them that there has been an update to their application. The applicant will need to log into his/her application to view and complete the COI. The first page of COI is the Welcome Screen.

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### **STEPS**

1. Applicant receives their Confirmation of Interest email.
2. Applicant logs into NC SP Application Portal.
3. Applicant is directed to the COI Welcome Screen.
4. Applicant reviews Welcome Screen content.
5. Applicant clicks "Start COI".



## BUSINESS RULES

- Applicants will have the ability to view the left-hand navigation.
  - The Welcome screen will be enabled in the left-hand navigation.
  - All additional screens will be disabled in the left-hand navigation until the current screen is completed.
- Applicants have the ability to view their application status.
- Applicants have the ability to download their submitted application (PDF).
- Applicants have the ability to view the Paperwork Reduction Act Public Burden Statement.
- Applicants must complete all COI screens in one sitting. They will be directed to the Welcome screen each time they open COI.

## REVIEW SCREEN – CONTACT INFORMATION

The applicant will need to ensure that their contact information is up to date. NC SP uses the primary email address to communicate application status changes and requests for additional information needed.

## STEPS

1. Applicant clicks on the “Account Settings” link to navigate to the page and confirm their information. They can make changes to the fields on this page if necessary.
2. Applicant clicks “Continue”.

### Contact Information (Step 1 of 4)

Review and verify the contact information we have for you in our records by clicking on the [account settings page](#). Applicants with inaccurate contact information risk not receiving crucial award and program information.

## BUSINESS RULES

- Applicant can make updates to account settings if necessary.

## REVIEW SCREEN – SCHOOL INFORMATION

Applicants verify whether there are changes to the school the NC SP program expects them to attend.

## STEPS

1. Applicant reviews the school listed as the Verified School.
2. Applicant responds to question regarding whether there is a change to the school listed in Step 1.
  - a. If an applicant has questions they may contact NC SP via email.

The screenshot displays the HRSA Application Portal interface. At the top, the HRSA logo and 'Application Portal' are visible, along with 'Account Settings' and 'Log Out' buttons. The main content area is titled '2022 NC SP Application' and is divided into two sections. The first section, 'Contact Information (Step 1 of 4)', contains a message about verifying contact information. The second section, 'School Information (Step 2 of 4)', shows a 'Verified School' field with 'Chamberlain University, Indianapolis' entered. Below this is a question 'Has the school changed?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is at the bottom of the form. A left sidebar contains navigation links: 'Welcome', 'Review', 'Documents', 'Tax Withholdings', 'Sign Contract', and 'Decision'.

## BUSINESS RULES

- Applicant sees name of school verified by analyst

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- Note: Analysts have the ability to update the school after the applicant's submission during application during review.
- Applicant can respond to indicate whether there is a change to the school listed. However, the applicant cannot directly make any updates to the school listed.

## REVIEW SCREEN – CONFIRM INTEREST

The Confirm Interest card is where the applicant indicates their intention to either accept or decline the NC SP Award.

### STEPS

1. Applicant reviews statements.
2. Applicant selects response indicating their decision to either:
  - a. Confirm intention to accept award by clicking "I wish to be considered for the 2022 Nurse Corps Scholarship Program Award."
  - b. Decline their award by clicking "I am no longer interested in receiving the 2022 Nurse Corps Scholarship Program award".

Confirm Interest (Step 3 of 4)

Please confirm or decline your intent to accept the Nurse Corps Scholarship Program award below:

**⚠** If you do not respond by July 23, 2022 at 11:59:59 PM EDT, indicating that you still wish to be considered for an award, your application may be removed from consideration.

I wish to be considered for the 2022 Nurse Corps Scholarship Program Award.

I am no longer interested in receiving the 2022 Nurse corps scholarship Program Award.I understand that I will no longer be considered for a Nurse Corps scholarship Program Award.

### BUSINESS RULES

- If applicant confirms their interest, the system will display the Banking Information card next
- If applicant declines their interest, the Decline COI card is displayed (see Part 3: Applicant Declines Interest).
- The alert will notify the user of the date and time the COI expires.
  - **Important:** The applicant is required to complete COI by the expiration date to continue to be considered for an award.

## REVIEW SCREEN – BANKING INFORMATION

On the Banking Information card the Applicant designates the account where funds from their award should be deposited. **Note:** While the applicant indicates where they should receive the funds, they are not guaranteed an award at this point.

### STEPS

1. Applicant enters the Bank Name.
2. Applicant selects the Account Type.
3. Applicant enters and confirms his/her bank's Routing number.
4. Applicant enters and confirms his/her bank's Account number
5. Applicant clicks Submit.

**Banking Information** (Step 4 of 4)

Please enter your banking information. This is used to deposit your scholarship funds as a participant of the Nurse Corps Scholarship Program. This should be the account you wish the Nurse Corps Scholarship Program to deposit funds in.

**Bank Name**  
capital one

**Account Type**  
Checking

**Routing Number** ⓘ  
011111111

**Re-enter Routing Number**  
011111111

**Account Number** ⓘ  
444444444

**Re-enter Account Number**  
444444444

Name  
123 Example Road  
City, State, 12345

101  
Date

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

For \_\_\_\_\_ Signature

123456789 | 0012345678901  
Routing Number Account Number

Back Continue

### BUSINESS RULES

- Routing #'s must be:
  - 9 digits
  - Start with 0, 1, 2, or 3 digit.



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- Applicant is required to complete all fields.
- The Routing Number and Re-enter Routing number fields must match.
- The Account Number and Re-enter Account number fields must match.

## **DOCUMENTS SCREEN**

The Documents screen prompts the applicant to upload completed Enrollment Verification Form(s) for program to review.

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### **STEPS**

1. Applicant clicks “Select or Drop File Here” button or drags file to this button to begin upload process
2. Applicant selects document they want to upload using file explorer. This step is skipped if they dragged the file into the box in Step 1.
3. Applicant selects the document type for the file upload
4. Applicant can enter an optional comment if desired
5. Applicant and clicks “Upload”
6. Applicant verifies file uploaded
7. Applicant clicks Continue to proceed to next screen.

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UPLOAD DOCUMENTS

- Fall Enrollment Verification Form
- Summer Enrollment Verification Form (Optional)

Select or Drop File Here

Uploaded Documents

testpdf.pdf 20,093 kb

Select document type

Education Verification Form - Fall

Education Verification Form - Summer

Comment (Optional)

Enter a description or purpose of the document

Upload Cancel

Documents

Attached are 2 Enrollment Verification Form (EVF) for the Summer and Fall 2022 terms. Your school must complete the EVF form(s) upon your completion of each term. An official school seal or stamp must be present on the EVF (seal can be penciled over to ensure visibility).

UPLOAD DOCUMENTS

- Fall Enrollment Verification Form
- Summer Enrollment Verification Form (Optional)

Select or Drop File Here

DOCUMENT TITLE	DOCUMENT FILE	DATE UPLOADED	COMMENT
Education Verification Form - Fall	testpdf.pdf	7/13/2022, 1:02 AM ET	Not Available

Back Continue

### BUSINESS RULES

- Applicants are required to upload a completed Fall Enrollment Verification form
- Applicants should upload a completed Summer Enrollment Verification form if this term is required for their program and they are requesting funding for it
- System shall allow Applicant to remove document(s) they have previously uploaded

### TAX WITHHOLDINGS SCREEN

The Tax Withholdings screen allows the applicant to provide their W4 tax information via the Electronic Withholding Allowance Certificate. Applicants will verify the accuracy of their tax information and electronically sign their certificate.

Applicants must indicate whether they wish to receive their tax documents electronically or by mail.

**STEPS**

1. Applicant reads the instructions and clicks Continue.
2. Applicant inputs their tax information (W4 Form information) on the Electronic Withholding Allowance Certificate.
3. Applicant certifies that they have verified their tax information and declare that it is accurate to their knowledge.
4. Applicant inputs their signature information.
5. Applicant reads Tax Document agreement
6. Applicant makes selection indicating their tax document delivery preference
  - a. Electronically via BHW portal account
  - b. By Mail
7. Applicant must click “Sign and Continue” to continue to the next section

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Electronic Withholding Allowance Certificate (Step 2 of 3)

**Filing Status (Step 1(c) on Form W4)**

Single or Married Filing Se...

Exactly two jobs (Step 2(c) on Form W4) (Optional)

**Amount Claimed for Dependents (Step 3 on form W4) (Optional)**

**Other Income (Step 4(a) on Form W4) (Optional)**

**Deductions (Step 4(b) on Form W4) (Optional)**

**Extra Withholdings Amount (Step 4(c) on Form W4) (Optional)**

**Tax Exempt**

Yes  No

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

**Enter Signature Information**

**Social Security Number**  **Confirm Social Security Number**

**Security Question**

**Answer**

Answer:

**Password**

**BUSINESS RULES**

- Applicants are required to input their tax withholding information. The following fields are included on the form:
  - Filing Status
  - Exactly Two Jobs (Optional)
  - Amount Claimed for Dependents (Optional)
  - Other Income (Optional)
  - Deductions (Optional)

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- Extra Withholding Amount (Optional)
- Tax Exemp status
- Applicants are required to certify they have provided correct tax withholding information.
- After self-certification, applicants will be required to enter the following information, which will qualify as signing the contract:
  - SSN
  - Confirm SSN
  - Security Question
  - Security answer
  - Password
- The SSN and Confirm SSN numbers must match for the applicant to sign. The SSN entered by the applicant must also match the SSN used upon application submission.
  - If the SSN entered on COI does not match the SSN entered on the application, the applicant can either re-enter the SSN on COI, or contact the Call Center to reach out to Program if they believe the SSN they have entered on COI is correct, and the SSN they had entered on their application is incorrect
- The system will generate and store an electronically signed electronic federal tax withholdings document (W4) to the applicant profile upon full submission of the COI.
- Once the applicant is converted to a participant, the PDF export of the W4 form information will be accessible from the Participant profile, Tax information tab.
- If the applicant does not complete the COI, or is deemed ineligible, the tax selections will not be saved.

The screenshot displays a web form titled "SIGN CONTRACT SCREEN". The form contains several paragraphs of text regarding tax document delivery preferences. At the bottom, there are two radio button options for consent, with the first option selected. Below the options are two buttons: "Back" and "Sign and Continue".

an electronic format. If you do not consent to receive your tax documents electronically, you will continue to receive paper copies via mail. If you consent to receive your tax documents electronically, you will receive your electronic documents for the applicable tax year immediately following the date of your consent and all future years, unless you withdraw your consent.

You may receive paper tax documents or electronic tax documents but not both. Tax documents will be provided based on your delivery preference in effect as of January 1 each year. You are not required to update your preference yearly. However, you will be able to change your preference using the "Set My Tax Document Delivery Preference" link in the "I Need to" section of the BHW Program Portal until 11:59 PM ET December 31 of each year.

If you previously set your preference to receive electronic tax documents but subsequently change your preference to receive paper copies, your withdrawal of consent will apply only to future tax documents that have not already been provided, electronically.

All tax document communications (e.g., notice of availability of tax forms or of a change in hardware or software required to access the forms) will be sent to the email address linked to your BHW Program Portal account. If you wish to receive your tax documents electronically, you will need to ensure your portal contact information is up to date and you have access to the email address you provided. Your email address can be updated from the "My Contact Information" section on the BHW Program Portal landing page. If BHW sends an email notice that your tax documents are available and it is returned as undeliverable, and BHW is unable to obtain another valid email address for you, the notice will be sent by mail within 30 days after the email notice is returned.

If you consent to receive your tax documents electronically by checking the "Yes" delivery preference option below, you will be able to access them using "View Tax Documents" link from the "My Tax Information" section on the BHW Program Portal landing page. Documents will be in PDF format. Please note you may be required to print your tax documents to include with your Federal, State, or local income tax return. Documents will be retained in accordance with the agency's records management policy. While you are a program participant, you will have access to all tax documents that you consented to receive electronically through the BHW Program Portal.

Tax documents will be made available through the BHW Program Portal, but the HHS Program Support Center (PSC) is responsible for preparing these documents. If there is an error in your tax documentation, you will need to contact PSC at 301-443-3020. If PSC corrects a tax form that was previously furnished electronically, the corrected form will be made available through the BHW Program Portal.

Please select your tax document delivery preference

Yes, I have read the above Disclosure Statement and consent to receive my tax documentation electronically via my BHW portal account

No, I do not wish to receive tax documents electronically. I wish to receive documents via mail.

Back Sign and Continue

## SIGN CONTRACT SCREEN

The Sign Contract screen is the final step of the applicant's COI process. The applicant will download the contract, self-certify that they have read the contract, and electronically sign the contract. Note: The applicant's signature only indicates their agreement, and the contract still needs to be countersigned by the NC SP program.

## STEPS

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1. Applicant downloads their NC SP contract for review.
2. Applicant confirms or updates Years of Funding Requested.
3. Applicant completes the self-certification question.
  - a. If applicant declines certification by answering “No”, the Decline COI card is displayed (see Part 3: Applicant Declines Interest).
4. After self-certification, applicants will be required to enter the following information, which will qualify as signing the contract:
  - a. SSN
  - b. Confirm SSN
  - c. Security answer
  - d. Password
5. Applicant selects Submit.

6. System displays Accepted Award landing page.

Sign your Electronic Contract

This contract is not binding until countersigned by the Secretary of the Department of Health and Human Services or their designee

[View Printable Version of the Nurse Corps Scholar Program Contract](#)

**Please review this table to understand the number of years required for service if awarded**

YEARS OF SCHOLARSHIP SUPPORTED !!	YEARS OF SERVICE OBLIGATION !!
Up to 1 Full-Time School Years (2022-2023)	2 Years Full-Time
Up to 2 Full-Time School Years (2022-2024)	2 Years Full-Time
Up to 3 Full-Time School Years (2022-2025)	3 Years Full-Time
Up to 4 Full-Time School Years (2022-2026)	4 Years Full-Time

Certification

Years of Funding Requested

2

By certifying this document I verify the following:

- I certify that I have read the above contract in its entirety and my electronic signature on this contract is intended to be the legally binding equivalent of my handwritten signature.
- My program starts on or before September 30, 2022
- I agree to 2 years of service obligation for 2 years of scholarship support
- I understand that if I request a change to funding years I initially applied for this change may impact the number of years I am obliged to serve at an NC SP approved site
- I understand the minimum service obligation is 2 years even if I request just one year of NC SP support

Yes  No

Enter Signature Information

Social Security Number [?](#)

Confirm Social Security Number

Security Question [?](#)

Answer

Password

**BUSINESS RULES**

- Applicants are required to confirm the number of Years of Funding Requested
- Applicants are required to certify that they have read the contract and agree to the statements.

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- If the applicant indicates “No” to having read the contract, they will be directed to the Ineligible landing page upon selecting Sign and Submit
- If the applicant indicates “Yes” to having read the contract, they will be required to enter the following information, which will qualify as signing the contract:
  - SSN
  - Confirm SSN
  - Security answer
  - Password
- The SSN and Confirm SSN numbers must match for the applicant to sign. The SSN entered by the applicant must also match the SSN used upon application submission.
  - If the SSN entered on COI does not match the SSN entered on the application, the applicant can either re-enter the SSN on COI, or contact the Call Center to reach out to Program if they believe the SSN they have entered on COI is correct, and the SSN they had entered on their application is incorrect.
- Accepted Award landing page will display a link to applicant’s submitted application
- Applicants have the ability to view their application status from the Accepted Award landing page.
- Applicants have the ability to download their submitted application (PDF) from the Accepted Award landing page.
- Applicants have the ability to download their signed contract from the Accepted Award landing page.

## PART 3 | APPLICANT DECLINES INTEREST

The previous sections outlined the steps taken if the applicant accepts COI and the offer for an award. This section details the two steps an applicant can take to decline their award.

### DECLINE COI – REVIEW SCREEN

The first opportunity to decline COI is on the Review screen on the Confirm Interest card. The user will complete COI with decision to decline their award if they respond that they decline or do not accept the certification statements. Upon declining, the applicant will be directed to the Declined Award landing page.

#### STEPS

1. Applicant completes the Welcome Screen and is taken to the Review Screen.
2. Applicant completes Steps 1-3 on the Review Screen.
3. Applicant selects “I am no longer interested...” and sees the Decline COI card.
4. Applicant enters reason why he/she is declining award.
5. Applicant selects Decline.
6. Applicant is navigated to the Declined Award landing page.



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The screenshot shows two sections of a web form. The top section is titled "Confirm Interest (Step 3 of 4)" and asks the user to confirm or decline their intent to accept the Nurse Corps Scholarship Program award. It includes a warning box: "If you do not respond by July 23, 2022 at 11:59:59 PM EDT, indicating that you still wish to be considered for an award, your application may be removed from consideration." Below this are two radio button options: "I wish to be considered for the 2022 Nurse Corps Scholarship Program Award." (unselected) and "I am no longer interested in receiving the 2022 Nurse corps scholarship Program Award. I understand that I will no longer be considered for a Nurse Corps scholarship Program Award." (selected). The bottom section is titled "Decline Offer (Step 4 of 4)" and states: "You have selected to decline the offer to receive an NC Scholar Program award and you no longer wish to be considered during the current award period. This action cannot be reversed." It also includes a note: "If you choose to apply in the future, you must submit an application during one of our 'open' application cycles for new applicants and compete with other providers based on program requirements at that time." Below this is a text input field with the label "Please indicate your reason for declining the NC Scholar Program Award" and a character count of "10,000 characters remaining".

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## BUSINESS RULES

- Once COI is declined, the COI process will end and the system updates applicant’s external and internal status to Declined Award.
- Applicants have the ability to download their submitted application (PDF) from the Declined Award landing page.

## DECLINE COI – SIGN CONTRACT SCREEN

The second opportunity to decline COI is on the Sign Contract screen, certification question. The user will end their COI process here if they choose to decline and will be navigated to the Declined Award landing page.

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## STEPS

1. Applicant completes the Welcome Screen and is taken to the Review Screen.
2. Applicant completes Steps 1-4 on the Review Screen.
3. Applicant completes and signs the Tax Withholdings screen.
4. Applicant selects “No” to the self-certification question on the Sign Contract screen.
5. Applicant enters reason why he/she is declining award.
6. Applicant selects Decline.
7. Applicant is navigated to the Declined Award landing page.

## **BUSINESS RULES**

- Once Applicants Decline, they complete the COI process and the system updates applicant's external and internal status to Declined Award.
- Applicants can download the PDF export of their submitted application from the Declined Award landing page.

**Public Burden Statement:** The purpose of the Nurse Corps Scholarship Program (Nurse Corps SP) is to provide scholarships to nursing students in exchange for a minimum two-year full-time service commitment (or part-time equivalent), at an eligible health care facility with a critical shortage of nurses. The information that applicants supply is used to evaluate their eligibility, qualifications and to assess their continued compliance with the applicable standards for participation in the Nurse Corps SP. The OMB control number for this information collection is 0915-0301 and it is valid until xx/xx/xx. This information collection is required to obtain a benefit (Section 846(d) of the Public Health Service Act (42 United States Code 297n (d)), as amended). Data will be private to the extent permitted by the law. Public reporting burden for this collection of information is estimated to average approximately 36 minutes per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14NWH04, Rockville, Maryland, 20857.

Form Approved| OMB No. 0915-0301| Expires xx/xx/xxxx