LRP – Application Submission Transcript

Welcome to this video tutorial on the application process for the Extramural Loan Repayment Program (LRP). This video focuses on the steps an applicant will take to certify and submit an extramural loan repayment application to NIH. It is important to note that you must have an eRA Commons account to initiate, access, and submit your application.

We understand that there may be some reluctance among applicant organizations to create eRA Commons accounts for LRP applications. We would like to clarify that designating an eRA Commons role for an individual does not bestow on them any special status. It is merely the name within the electronic system that provides the administrative authority needed to see pertinent information regarding an application.

With all the forms completed, you are now ready to certify and submit your application. See the video, LRP Extramural Application Preparation, to learn how to complete the application forms.

Before discussing the Certify and Submit tab, let's look at the left-side navigation options. The advantage of the ASSIST system is that it provides powerful tools, just like the form level validations, to make the application process easier.

Validate Application is an important control you will want to take advantage of. Clicking this button will check the application for completeness and provide a list of errors, in a new window, on the Application Errors and Warnings Results screen. This will help ensure that you have completed all the required fields, that there is no inconsistency in the data provided and that all uploaded PDFs have unique names, and do not exceed page limits.

The next option is the Preview Application button. Clicking this will allow you to generate a PDF version of the application so you can look it over to make sure it is correct. First, you will click the Generate Preview button. This tells the system to prepare the PDF. It can take a few moments for the preview to be generated, so be patient and then Click Refresh Status.

Clicking Refresh Status will enable a View button. Clicking the View button downloads the application PDF to your computer. The preview is exactly how your application will be assembled upon submission, except a few items in the margins that are not filled in until the actual submission. This is also an excellent way to obtain a printed copy of the application. Once downloaded you can save and print the PDF.

Before submitting the application, you will complete the Certify and Submit form. For the Certifications for Online Applications section, you will need to read each of the statements. Checking the checkbox indicates you read each statement. Then you will check the box to certify that you have read, understand and agree to each of the statements.   Typing your name in the fields provided represents your legally binding electronic signature.

You will then read the Sections A through E for the NIH Loan Repayment Program Contract and repeat the process of adding your electronic signature to that section. Once these signatures are provided, click the Save button at the bottom of the form.

Once you have completed all the forms, and all the errors have been addressed, and the application has passed the validations, you can then update the submission status by clicking the actions button with the same name. On the dialog window, go to Select the new status field and click on the Ready for Submission menu option. If you wish you can add a comment. However, the comment box is only visible to you and is internal to the system. If you are ready, you can click the linked text "or continue without adding a comment."

Once you have completed that step, the status of the application will show as Ready for Submission. If you have no other changes that need to be made, clicking the Submit Application button and confirming you want to submit the application completes the process. The status will now show as Submitted.

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

- The LRP webpage: https://www.lrp.nih.gov//
- Application Process Interactive Roadmap: https://www.lrp.nih.gov/infographics
- Instructional Guide: https://www.lrp.nih.gov/sites/default/files/uploaded/documents/Extramural_LRP_Application_Instruction_Guide.pdf.
- LRP FAQs: https://www.lrp.nih.gov/faqs
- **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 on the Loan Repayment Program's application process, focusing on the steps an extramural applicant will take to certify and submit a loan repayment application to NIH. Thank you for watching.