Intramural LRP – New Applicants

Document or Form	AIDS	Clinical	General	ACGME
NIH Biosketch (Applicant)	X	X	X	X
Submit a Biosketch in a specified NIH format. It is not necessary to have a well-established career to apply to the LRP, but the Biosketch should include a list of significant honors and grants. An NIH Biosketch cannot exceed five (5) pages.				
NIH Biosketch (Mentor)	X	X	X	
Submit your Mentor's Biosketch in a specified NIH format. An NIH Biosketch cannot exceed five (5) pages.				
NIH Biosketch (Additional)	X	X	X	
If another laboratory staff member will be involved in your mentoring, you should also submit this staff member's Biosketch. The Biosketch must be in a specified NIH format and cannot exceed five (5) pages. Only one additional Biosketch may be attached to an application.				
Personal Statement	X	X	X	X
Use one (1) page to describe your previous research training experience and short-term academic and research objectives.				
Research Activities	X	X	X	
Use eight (8) pages or less to describe the research activities you will pursue over the next two years and your specific role and responsibilities in the research project(s). Literature citations are included in the character count and should be listed on the last page. Include your name, employer, title of research project, and date in the document header. You should work closely with your mentor to produce this document.				
Research Environment	X	X	X	
Use one (1) page to describe the research to be conducted during the course of the LRP award and the facilities that will be available to execute the project. The description should include the branch/laboratory/section/department of the applicant and the appropriate scientific colleagues, institutional research, and facilities available. Include a brief description of the funding source for your research. Also, if this is a mentored application, a brief description of the mentor's research should be included. You should work closely with your mentor to produce this document.				
Training/Mentoring Plan	X	X	X	
Use two (2) pages or less to describe your research training program and mentoring plan. Specify the types of training interactions, training mechanisms to be used, research methods, and scientific techniques to be learned, involvement in activities such as journal clubs, professional groups, conferences, and seminars. Describe how your mentor will contribute to your training program and their prior experience as a mentor of other investigators. Additionally, the nature and extent of supervision should be discussed as they will occur during the award period. If another laboratory staff member will be involved in your mentoring program, provide their name and describe their degree of involvement. You should work closely with your mentor to produce this document.				
Certification for Online Application	X	X	X	X
Read all statements listed in the Certifications for Online Applications section and check the box next to each statement to signify your consent. You will enter your electronic signature in lieu of printing, signing, and returning the form to the NIH LRPs.				

Document or Form	AIDS	Clinical	General	ACGME
Contract	X	X	X	X
Read the NIH Loan Repayment Programs Contract in its entirety and check the box next to the statement to signify your consent. You will enter your electronic signature in lieu of printing, signing, and mailing in a signed copy of the contract to the NIH LRPs.				
Loan Documents	X	X	X	X
While loan documents are not submitted with your application, it can take several months to obtain the required documentation from lenders and servicers. You are strongly advised to begin collecting these documents well in advance. You must provide the specified documentation to verify that the educational loans listed in your application are eligible for loan repayment. Loans will be deemed ineligible if proper documentation is not submitted in a timely manner. DLR will notify you when to submit your loan documents, typically in May or June.				
Disadvantaged Background		X		
Applicants selecting Clinical Researchers from Disadvantaged Backgrounds will complete the Disadvantaged Background form. This form requires applicants to choose the type of documentation they will provide DLR to demonstrate disadvantaged background status. *After the application is submitted*, the documentation can be uploaded directly to the submitted application.				
Recommendation for LRP Funding				X
The ACGME Program Representative must complete all information in Section A about the applicant and attach a copy of the applicant's offer of employment letter from the ACGME Training Program Director. The letter must state a minimum 3-year employment period. Also attach a copy of the SF-50 or SF-52, if available.				