

# NIH LOAN REPAYMENT PROGRAM (LRP) CERTIFICATION

Created October 3, 2017

In response to an email similar to below, follow the steps:

**From:** [lrp@nih.gov](mailto:lrp@nih.gov) [mailto:lrp@nih.gov]...  
**Sent:** Tuesday, October 03, 2017 9:46 AM  
**To:** Bruin, Joseph <[JBruin@mednet.ucla.edu](mailto:JBruin@mednet.ucla.edu)>  
**Subject:** NIH Loan Repayment Program (LRP) Information Request – Please Certify Institutional Salary and Research Support

Dear Joseph Bruin:

You have been identified as the Institutional Business Official (IBO) that will certify salary and protected research support (time and resources) for Olujimi Ajijola on behalf of their NIH LRP application for a renewal award.

Please follow the steps below to submit your certification.

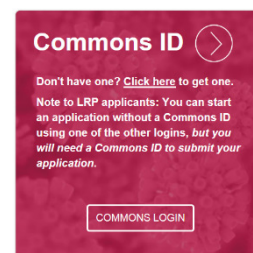
1. Go to the NIH LRP Application system at <https://www.lrp.nih.gov/oas-welcome>
2. Log in by using one of three methods: Commons ID, NIH ID or Open ID
3. Choose the IBO role by clicking on the 'Proceed' button in the IBO box
4. Complete the 'Basic Information' section on the registration page (first time users only)
5. Enter the Applicant Tracking Code provided below into the top left corner of the dashboard and click 'Find Applicant'
6. The applicant profile will appear in your dashboard
7. Click the edit option and provide salary information and assurance of protected research support for the respective applicant
8. Press 'Submit'

Please note that the applicant cannot submit their NIH LRP application without your certification, thus it is very important that you complete and submit this information prior to the application deadline .

Thank you very much for your support of this application and the NIH LRPs. Please contact us at [lrp@nih.gov](mailto:lrp@nih.gov) or (866) 849-4047 if you have any questions.

Sincerely,  
 NIH Division of Loan Repayment  
[www.lrp.nih.gov](http://www.lrp.nih.gov)

1. Click <https://www.lrp.nih.gov/oas-welcome> and scroll down.
2. Log in using NIH Commons ID.



3. Click role of Institutional Business Official (IBO).
4. Copy & Paste Application Tracking Code in "Find Applicant" field – see highlights above.

U.S. Department of Health & Human Services | National Institutes of Health

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 Division of Loan Repayment

Loan Repayment Programs

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INSTITUTIONAL BUSINESS OFFICIAL (IBO)

Welcome, Catherine

## Dashboard

**FIND APPLICANT** 4 See All Roles

Legend: Edit View

LRP Tracking Code	Name	Cohort	Award & LRP Type	Program	Application Status	Initial Certification	Action
MUAG4766	[REDACTED]	2018	Renewal Extramural	Clinical Research LRP	Not Submitted	Incomplete	<span style="border: 1px solid red; padding: 2px;">5</span>

10 items per page | 1 - 1 of 1 items

5. Click Action.
6. Review data, Click certification check box & Submit if everything looks correct. See page 2 of instructions.

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INSTITUTIONAL BUSINESS OFFICIAL (IBO)

Welcome, Catherine

### Applicant Identifying Information

Applicant's Name:	[REDACTED]	Loan Repayment Program:	Clinical Research LRP
Applicant's Organization:	University of California	Award Type:	Renewal
Address:	100 Medical Plaza Dr Los Angeles, CA 90095	Name of PI or PD:	[REDACTED]

OMB No. 0925-0361  
Form approved for use through 08/31/2019  
[Click here to see the burden statement](#)

### Annual Income or Compensation

**NIH 2674-16**  
LRP Tracking Code: MUAG4766

Current Annual Income or Compensation: \*

OMB No. 0925-0361  
Form approved for use through 08/31/2019  
[Click here to see the burden statement](#)

### Certifying Official's Assurances

**NIH 2674-16**  
LRP Tracking Code: MUAG4766

LRP Contract Execution Date:

LRP Contract Duration:  1 Year  2 Year

I certify that the following statements are true:

- The applicant's salary and any applicable research funding are solely supported by at least one of the following:
  - A domestic non-profit foundation, non-profit professional society, or other non-profit institution (such as your Institution); or
  - A Local, City or State government agency; or
  - A grant from a Federal agency.
- To the best of my knowledge, the applicant does not receive any salary from a for-profit institution, contractor, or any non-U.S. entity.
- The applicant is not a federal employee or fellow (including the U.S. Department of Veterans Affairs) with a 5/8ths time or more appointment.
- The applicant is, or will be, employed by your institution to conduct research for a minimum of 20 hours per week.
- Outside of unforeseen circumstances (such as loss of funding), your Institution anticipates that the applicant will engage in research for two years from the date that the LRP contract is executed, specified at the top of this certification.
- The research conducted by the applicant is compliant with Federal, State, or Local law.
- The applicant's annual income or compensation is accurate to the best of my knowledge.

I certify to accuracy/truthfulness of all of the above statements. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. \*

Public reporting for this collection of information is estimated to average 5 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, Attention: PRA 0925-0361. Do not return the completed form to this address.

Privacy Act 09-25-0165

SAVE **SUBMIT** CANCEL