

## NIH Loan Repayment Program

As part of the process for the NIH Loan Repayment Program, the applicant will need to have access to an Institutional Business Official (IBO) for verification. Sponsored Project Administration's (SPA) Research Administrators are UVM's Institutional Business Official (IBO). To find out who your assigned Research Administrator is use the SPA Departmental Assignment [link](#), enter your assigned primary department in the search box and you will see the name and email address of the SPA Research Administrator to contact.

## Responsibilities

An IBO will be asked to certify by the [published deadline](#) that:

- An applicant is a U.S. citizen, U.S. national, or permanent resident of the U.S.;
- An applicant is not a federal or for-profit employee;
- An applicant is employed to conduct research for an average of at least 20 hours a week per quarter (13 weeks) by a domestic, non-profit organization;
- An applicant has protected research time for the length of the award; and
- The research is not prohibited by Federal law.

## Registration

IBOs will receive a Division of Loan Repayment (DLR) email containing instructions regarding how to access institutional support forms. To access these forms, IBOs must log into the Loan Repayment Program (LRP) application system using their eRA Commons ID.