

Instructions for Filling Out Veterinarian Shortage Situation Nomination Form (NIFA 2009-0001, OMB 0524-0050)

The Veterinarian Shortage Situation Nomination Form for the Veterinary Medicine Loan Repayment Program (VMLRP) is now a fillable PDF form that MUST be submitted through this form. This process enables the information entered onto the form to be transmitted to NIFA in a data format. The data format reduces the need for the VMLRP staff to enter the data into different systems and allows for more rapid analysis of the shortage types submitted. Please note, you need to see the red boxes on the form for the fillable form to work correctly. Therefore, download the form to your computer before filling out. It will not work if you try to fill out from a web browser. The [FY 2020-22 Maximum Nomination Allocation](#) table contains the maximum number of allocations per state for each calendar year. If a shortage nomination is carried over from one year to the next, the combined total number of new and carry-over nominations cannot exceed the maximum number allocated.

This document will provide screen shots for filling out the form, submitting the form, and saving the form.

FILLING OUT THE FORM

When you open the nomination form this is what you should initially see. All shaded areas are what you can type text into or select from a drop-down box. All items with a red outline are mandatory. Items with a black outline are optional and items without an outline need one section or the other to be filled out. The Shortage ID is outlined in blue and is for VMLRP Office Use Only.

The screenshot shows a PDF viewer interface for the NIFA Veterinarian Shortage Situation Nomination Form. The form is titled "Veterinarian Shortage Situation Nomination Form" and is for the "Veterinary Medicine Loan Repayment Program (VMLRP)". It includes instructions and several input fields with red outlines, indicating they are mandatory. The fields are: "Location of Veterinary Shortage Area for this Nomination" (with a sub-field for "Location of Veterinary Shortage"), "Approximate Center of Shortage Area (or Location of Position if Type III)", "Overall Priority of Shortage", and "Type of Veterinary Practice Area/Discipline/Specialty (select one)". A "Shortage ID" field is highlighted in blue and labeled "DO NOT USE VMLRP USE ONLY". The form is authorized under the National Veterinary Medical Service Act (NVMSA) and has an expiration date of 12/31/2022.

Shortage ID **DO NOT USE**
VMLRP USE ONLY

NIFA NIFA Veterinary Medicine Loan Repayment Program (VMLRP)

National Institute of Food and Agriculture
US Department of Agriculture
Form NIFA 2009-0001
OMB Control No. 0524-0050
Expiration Date: 12/31/2022

Veterinarian Shortage Situation Nomination Form

To be submitted under the authority of the chief State or Insular Area Animal Health Official

Veterinary Medicine Loan Repayment Program (VMLRP)

This form must be used for Nomination of Veterinarian Shortage Situations to the Veterinary Medicine Loan Repayment Program (VMLRP), Authorized Under the National Veterinary Medical Service Act (NVMSA)

Note: Please submit one separate nomination form for each shortage situation. See the VMLRP Shortage Allocations section of the VMLRP web site (<https://nifa.usda.gov/resource/vmlrp-shortage-allocations>) for the number of nominations permitted for your state or insular area.

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area, must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

The first two fields are for typing in the location and center of the location information. For the location for the Veterinary Shortage just list the counties (or equivalent) followed by the state and any additional location information. DO NOT add modifiers like “county” or “parish”. The center should be a city name, GPS coordinates or an address for reemployment for Type III shortages. See a Type I or II and a Type III example below. Note when the cursor is in the shaded area that area turns white.

Type I or II

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

Type III

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

Next you will select the overall priority and the type of veterinary practice area/discipline/specialty (select one) from the down-down menus.

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

Type I: Private practice, Food animal medicine (awardee obligation: 80% FTE or 32hr/wk)
 Type II: Private Practice - Rural Area, Food Animal Medicine (awardee obligation: at least 30% FTE or 12hr/week)
 Type III: Public Practice (awardee obligation at least 49% FTE or 19 hr/week)

Beef Cattle Beef Cattle

For Type I or II you will then select the “Must Serve” and “May Serve” animals by clicking the box next to the appropriate animal if not listed select other and write in. Refer to the online guidance document of an explanation of must or may serve species.

Type of Veterinary Practice Area/Discipline/Specialty (select one) :

Type I: Private practice, Food animal medicine (awardee obligation: 80% FTE or 32hr/wk)

For Type I or II Private Practice:

Must cover (check at least one)	May cover
<input checked="" type="checkbox"/> Beef Cattle	<input type="checkbox"/> Beef Cattle
<input type="checkbox"/> Dairy Cattle	<input checked="" type="checkbox"/> Dairy Cattle
<input type="checkbox"/> Swine	<input type="checkbox"/> Swine
<input checked="" type="checkbox"/> Poultry	<input type="checkbox"/> Poultry
<input checked="" type="checkbox"/> Small Ruminant	<input type="checkbox"/> Small Ruminant
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: camelids

For Type III, enter the employer, position and service/disciplinary area. Do not complete the section for Type I or II Private Practice “Must Cover” or “May Cover” species.

Type III: Public Practice (awardee obligation at least 49% FTE or 19 hr/week)

For Type I or II Private Practice:

Must cover (check at least one)	May cover
<input type="checkbox"/> Beef Cattle	<input type="checkbox"/> Beef Cattle
<input type="checkbox"/> Dairy Cattle	<input type="checkbox"/> Dairy Cattle
<input type="checkbox"/> Swine	<input type="checkbox"/> Swine
<input type="checkbox"/> Poultry	<input type="checkbox"/> Poultry
<input type="checkbox"/> Small Ruminant	<input type="checkbox"/> Small Ruminant
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

For Type III Public Practice:

Employer: University of Minnesota Position Title: Veterinary Diagnostician

Please select **one or more** specialty/disciplinary areas:

Food Safety

Public Health

Epidemiology

Other: Pathology

(Optional) For any type you may enter higher percent FTE than the minimum. An example here is for a type II requiring 50% versus the minimum 30%.

(Optional) If the nominator wishes to specify a service time for this shortage situation that is higher than the minimum required for the shortage type checked above, please specify the percent time in the box below (based on a 40-hour work week). Leave the box blank if the service time for this shortage situation is for the minimum percent time of the shortage type indicated.

50 %

