



Veterinary Medicine Loan Repayment Program Renewal Application Checklist

This checklist is provided to assist new applicants with the submission of an application. This checklist does not need to be submitted with your application. **Please type your answers for all responses. Handwritten responses on your application or recommendations will not be accepted and your application will not qualify for further consideration. The ONLY handwritten exception will be the map that is required for shortage Types I and II (Private Practice) applicants' personal statement.**

- Read the [Request for Application \(RFA\)](#)**
Review the RFA for information regarding deadlines, application form requirements, evaluation criteria and other information that is pertinent to the success of an application.
- [VMLRP Veterinary Services Shortage Situations Map](#)**
Review the map of the designated Veterinarian Shortage Situations that contains all shortage situation designations for a given fiscal year (FY) application cycle. VMLRP applicants will use this information to select shortage situations they are willing and qualified to fill, and to guide the preparation of their applications. NIFA will use this information to assess contractual compliance of awardees. Therefore, it is important for the applicant to read carefully the requirements stated on the shortage situation form. A renewal application will use their original shortage nomination identification code.
- Applicant Information (NIFA-01-10)**
To be completed and submitted by the applicant. Applicants with PhDs should also attach a synopsis of their dissertation abstract.
 - **Resumé**
Submit a resumé that describes in summary the applicant's education, work history, credentials, trainings/seminars, certifications, and other accomplishments and skills. The information provided should demonstrate the applicant's abilities to serve in the designated shortage area. The body of the resumé is limited to two pages. An additional page (optional) may be included to list publications, patents, etc.
 - **Unofficial/Official Transcript**
Submit an unofficial transcript from your professional veterinary degree program. An unofficial copy is acceptable unless new coursework has been taken since the original award, then an official copy must be submitted. Unofficial copies will be acceptable for any transcripts previously submitted during the original application period.
- Personal Statement (NIFA-02-10)**
To be completed and submitted by the applicant. No more than 5 typed pages.
 - **Map of Shortage Area for Type I & II Applicants (Private Practice)**
In addition, for Type I & II applicants a map must be included (limit to one page) demonstrating where the shortage situation proposed to serve is in relation to the veterinary practice you will be working from. For mobile practices use the location where the day starts and stops. Any spatial features added to the map (e.g., circles, points, etc.) to highlight these areas may be handwritten. **Please make sure the map is clear and legible to read.**



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List of Recommenders (NIFA-03-10)

To be completed and submitted by the applicant. You are responsible for asking three recommenders to submit a Recommendation Form (NIFA-08-10) on your behalf.

Loan Information Form (NIFA-04-10) (Optional NIFA-04-10 form, please read below)

To be completed and submitted if there is an alternative method of payment to a lending institution. If there are no changes in the method of payment from the previous VMLRP contract, then NIFA-04-10 is not required. Sections 1-3 to be completed and submitted by the applicant. Section 4 does not need to be completed before the application deadline. **DO NOT fill out Section 4.** Section 4 is filled out by the lender once you are awarded through the VMLRP. Do not send to the lending institution unless directed by the VMLRP Office.

▪ **Updated Account Statement(s) (Required)**

Account statement(s) is required to be submitted and must be dated within 90 days of the application deadline. An account statement shows the current balance or payoff amount on your loan/s. A statement printed from the lender's website will be accepted.

Certifications for Application (NIFA-06-10)

To be signed and submitted by the applicant.

Intent of Employment (NIFA-07-10) (Optional, please read below)

If the employer/hiring official changes at the start of the new VMLRP contract, then a new Intent of Employment form must be submitted. If the employer/hiring official does not change from the previous VMLRP contract, then do not submit an Intent of Employment form.

To be completed by the applicant and the hiring official. You may apply for only one shortage situation.

Recommendations (NIFA-08-10)

Three letters of recommendations must be submitted on behalf of the applicant from three different recommenders. **Handwritten responses on any part of this form will not be accepted and the application will NOT qualify for further consideration.**

Please do not hesitate to contact VMLRP staff regarding any questions or concerns with the application process at vmlrp.applications@usda.gov.