

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Bureau of Health Professions (BHPPr)
Division of Nursing

Nurse Faculty Loan Program (NFLP)

Announcement Type: New

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FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2013

12/7 - Modified on 12/7 to clarify that applicants must submit a blank page on the Attachments form or they will not be able to submit the Grants.gov application kit. As indicated in the funding opportunity announcement, the attachments will be submitted through HRSA's Electronic Handbooks.

**PHASE 1: Application Due Date in Grants.gov: January 10, 2013
PHASE 2: Supplemental Information Due Date in EHBs: January 25, 2013**

*Ensure your Grants.gov registration and passwords are current immediately.
Deadline extensions are not granted for lack of registration.
Registration may take up to one month to complete.*

**Release Date: November 29, 2012
Issuance Date: November 30, 2012**

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Authority: Title VIII of the Public Health Service Act, Sections 846A (42 U.S.C. 297n-1), and 847 (42 U.S.C. 297o), as amended by the Patient Protection and Affordable Care Act, Public Law 111-148, Section 5311.

EXECUTIVE SUMMARY

The Nurse Faculty Loan Program (NFLP) is authorized by Title VIII of the Public Health Service Act (PHS Act), Section 846A (42 U.S.C. 297n-1), as amended by the Patient Protection and Affordable Care Act, Public Law 111-148, Section 5311. A funding priority for the NFLP is authorized in section 847(f) of the PHS Act, Section 5311. The purpose of the NFLP is to increase the number of qualified nursing faculty. For fiscal year (FY) 2013, the Health Resources and Services Administration's (HRSA) Bureau of Health Professions (BHP) announces the availability of funding for the NFLP.

Accredited schools of nursing are eligible to apply for funding. Eligible schools must offer an advanced education nursing degree program(s) that will prepare the graduate student to teach.

The NFLP provides funding to schools of nursing to increase the number of qualified nursing faculty. The program supports the establishment and operation of a distinct, interest-bearing NFLP loan fund. Participating schools of nursing make loans from the fund to assist registered nurses in completing their graduate education to become qualified nurse faculty. The program offers partial loan cancellation for borrowers that graduate and serve as full-time nursing faculty for a prescribed period of time.

The annual loan limit is \$35,500 per academic year for eligible students. A funding priority will be applied to applicants if the school of nursing student loan fund supports doctoral nursing students.

Approximately \$24 million is estimated to be available in FY 2013 to fund approximately 115 project awards.

Please read the application guidelines and your full application carefully before submission to be certain that all required information is included in the application. Incomplete applications will be considered non-responsive and will not be reviewed for funding approval.

2013 NFLP Technical Assistance Webinar

A 2013 NFLP Technical Assistance Conference Call is scheduled for Tuesday, January 8, 2013, 1:00 pm to 3:00 pm Eastern Time. The purpose of the NFLP Technical Assistance Conference Call is to provide an overview of the NFLP funding opportunity, communicate significant program changes and allow applicants and current NFLP grantees to ask questions pertaining to the information presented.

TABLE OF CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION	1
1. PURPOSE.....	1
2. BACKGROUND	2
II. AWARD INFORMATION.....	2
1. TYPE OF AWARD.....	2
2. SUMMARY OF FUNDING.....	3
III. ELIGIBILITY INFORMATION.....	3
1. ELIGIBLE APPLICANTS.....	3
2. COST SHARING/MATCHING	5
3. OTHER.....	5
IV. APPLICATION AND SUBMISSION INFORMATION.....	7
1. ADDRESS TO REQUEST APPLICATION PACKAGE.....	7
2. CONTENT AND FORM OF APPLICATION SUBMISSION	9
i. <i>Application Face Page</i>	13
ii. <i>Table of Contents</i>	13
iii. <i>Staffing Plan and Personnel Requirements</i>	13
iv. <i>Assurances – Grants.gov</i>	14
v. <i>Certifications and Other Requirements</i>	14
vi. <i>Project Abstract</i>	15
vii. <i>Project Narrative</i>	16
viii. <i>Program Specific Forms</i>	18
ix. <i>Attachments</i>	20
3. SUBMISSION DATES AND TIMES.....	24
4. INTERGOVERNMENTAL REVIEW	25
5. FUNDING RESTRICTIONS	25
6. OTHER SUBMISSION REQUIREMENTS	26
V. APPLICATION REVIEW INFORMATION.....	27
1. REVIEW CRITERIA.....	27
2. REVIEW AND SELECTION PROCESS	27
3. ANTICIPATED ANNOUNCEMENT AND AWARD DATES	28
VI. AWARD ADMINISTRATION INFORMATION	28
1. AWARD NOTICES	28
2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....	29
3. REPORTING	31
VII. AGENCY CONTACTS	33
VIII. OTHER INFORMATION	34
APPENDIX A	60
APPENDIX B.....	64

I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Nurse Faculty Loan Program (NFLP) to increase the number of qualified nursing faculty. The NFLP provides funding to schools of nursing to support the establishment and operation of a distinct, interest-bearing NFLP loan fund. Participating schools of nursing make loans from the fund to assist registered nurses in completing their graduate education to become qualified nurse faculty. The program offers loan cancellation of up to 85 percent for borrowers that graduate and serve as full-time nursing faculty for the prescribed period of time.

Accredited schools of nursing are eligible to apply for funding. Eligible schools must offer an advanced education nursing degree program(s) that will prepare the graduate student to teach.

The United States Department of Health and Human Services (HHS), acting through the Health Resources and Services Administration (HRSA) is authorized to enter into an agreement with the school and make an award to the school in the form of a Federal Capital Contribution (FCC). The school must use the FCC to establish a distinct account called the NFLP fund. The school is required to deposit an Institutional Capital Contribution (ICC) that is equal to no less than one-ninth of the FCC.

Participating schools make NFLP loans from the loan fund to eligible graduate (master's and doctoral) nursing students to complete the nursing education program. Students may receive NFLP loans up to \$35,500 per academic year for a maximum of five years to support the cost of tuition, fees, books, laboratory expenses and other reasonable education expenses. A funding priority is applied for applicants if the school of nursing student loan supports doctoral nursing students.

Following graduation from the nursing program, the nursing school will cancel up to 85 percent of the loan principal and interest in exchange for the loan recipient's service as a full-time nursing faculty at a school of nursing, with a certain percentage cancelled each year for up to four years. The loan cancellation over the four-year period is as follows: 20 percent of the principal and interest may be canceled upon completion of each of the first, second, and third years of full time employment, which, after the three year period, totals 60 percent, followed by the cancellation of 25 percent of the principal and interest upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing. Repayment on the remaining 15 percent of the loan balance is postponed during the cancellation period. NFLP loans accrue interest at a rate of three percent per annum (per statute Section 846A (c)(6)(A)) for loan recipients who establish employment as nurse faculty.

2. Background

This program is authorized by Title VIII of the Public Health Service Act, Section 846A (42 U.S.C. 297n-1), as amended by the Patient Protection and Affordable Care Act, Public Law 111-148, Section 5311, to increase the number of qualified nursing faculty. A funding priority for the NFLP is authorized in section 847(f) of the PHS Act. The results of various surveys conducted by professional nursing organizations substantiate the need to increase the number of qualified nurse faculty to meet the demand.

The inability of schools of nursing to recruit and retain qualified nursing faculty has been cited as a significant contributor to the nursing shortage in the U.S. According to the American Association of Colleges of Nursing (AACN) report on *2011-2012 Enrollment and Graduations in Baccalaureate and Graduate Programs in Nursing*, U.S. nursing schools turned away 75,587 qualified applicants from baccalaureate and graduate nursing programs in 2010 due to an insufficient number of faculty, clinical sites, classroom space, clinical preceptors, and budget constraints. Almost two-thirds of the nursing schools responding to the survey pointed to faculty shortages as a reason for not accepting all qualified applicants into entry-level baccalaureate programs.

According to the *Special Survey on Vacant Faculty Positions* released by AACN in September 2011, a total of 1,088 faculty vacancies were identified in a survey of 603 nursing schools with baccalaureate and/or graduate programs across the country (88.6% response rate). Most of the vacancies (91.4%) resulted from faculty positions requiring or preferring a doctoral degree. The top reasons that schools had difficulty recruiting and retaining faculty were a limited pool of doctorally-prepared faculty (31.3%) and noncompetitive salaries (26.7%).

The NFLP increases the supply of nurse faculty by making advanced education in nursing financially accessible for more nurse faculty candidates.

II. Award Information

1. Type of Award

The NFLP funding is provided in the form of a grant. The grant awarded to the school, which is the Federal Capital Contribution (FCC), must be used to establish a distinct account called the NFLP loan fund.

Eligible applicants that receive NFLP funds must enter into an agreement with HHS and HRSA to establish and operate the NFLP loan fund account; and must consent to the terms, certifications and other requirements stated in the Notice of Award.

NFLP applicants must apply annually for additional funding.

2. Summary of Funding

NFLP funds are awarded for a one-year budget/project period beginning July 1, 2013 through June 30, 2014.

NFLP funding has increased each year since 2003. In FY 2012, \$23.5 million in appropriated NFLP funding was awarded to 112 awardees. In FY 2013, approximately \$24 million is available for NFLP funding.

NFLP awards are formula-based. Formula-based awards are determined by the data provided in the application on the NFLP Program Specific Form.

IMPORTANT NOTE: For current awardees, the level of unused accumulated funding in their NFLP Loan Fund will be considered in determining the FY 2013 NFLP award.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are accredited schools of nursing or a department within the institution, such as a Graduate School of Arts and Sciences that offers an eligible advanced nursing education program yielding a graduate degree in nursing. The eligibility requirements, as described in this section, apply to new and previous recipients.

The school must be located in the 50 States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Master's degree programs in nursing must be accredited for the purpose of nursing education by a state agency approved for accreditation purposes by the Secretary of Education or one of the following national nursing education accrediting agencies – the Commission on Collegiate Nursing Education (CCNE), the National League for Nursing Accrediting Commission (NLNAC), the Accreditation Commission for Midwifery Education (ACME) of the American College of Nurse-Midwives, and the Council on Accreditation of Nurse Anesthesia Programs of the American Association of Nurse Anesthetists (COA).

Doctoral degree programs in nursing (PhD/DNSc, DNP or EdD in Nursing Education) must have appropriate approvals recognized by the institutional boards/committees, regional associations of higher education accreditation (e.g., SACS, WASC, NWCCU, NCA-HLC) and, if applicable, national accrediting agencies for the purpose of nursing education or a state agency approved for accreditation purposes by the Secretary of Education.

An official letter of accreditation from the appropriate national nurse education accrediting agency must be submitted. No other forms of accreditation documentation (e.g., certificate of accreditation) will be accepted.

Where applicable, applicants must provide information for provisional accreditation or re-accreditation status. This information should be clearly documented (i.e., last site visit date, pending date for final decision) in the Project Abstract submitted with this application.

Applicants must submit documentation of program accreditation and all approvals for new programs (i.e., new tracks/specialties or substantive program change) with the application.

The applicants must provide documentation of all approvals needed to enroll students into the program, including those approvals needed for new courses and programs of study. These approvals must be effective prior to the start of the budget/project period during which NFLP support will be received. This documentation must be included as **ATTACHMENT 1** in the application. (See definitions section for definition of “Approval”).

Accreditation for Newly Established Graduate Program of Nursing: A new program of nursing that has not received accreditation at the time of the submission of application by such recognized accrediting bodies or state agency shall be deemed accredited if the Secretary of Education provides reasonable assurance that the program will meet the accreditation standards of such bodies prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such a program. The accrediting body must be identified for this purpose and scope by the Department of Education. The applicant must obtain, from the Department of Education, a letter of reasonable assurance (meaning that, in the Department of Education’s assessment of the information, the applicant will be able to receive timely accreditation) with the HRSA program application as **ATTACHMENT 2**.

Eligible Degree Programs

The school of nursing must offer a **master’s and/or doctoral** program in nursing. The advanced education nursing degree program(s) must include an education component to prepare graduates to serve as faculty in a school of nursing. The education component may consist of education courses, preceptor and/or supervised teaching practica identified within the curriculum. The school may offer the education component for graduate credit through a formal collaboration.

Eligible nursing degree levels include –

- MSN
- Post-BSN to PhD/DNSc
- Post-BSN to DNP
- Post-MSN to PhD/DNSc
- Post-MSN to DNP
- EdD in Nursing Education

Eligible master’s and doctoral nursing degree programs –

- Primary Care Nurse Practitioner

- Acute Care Nurse Practitioner
- Clinical Nurse Specialist
- Nurse-Midwifery
- Nurse Anesthesia
- Nursing Administration
- Nursing Education
- Public Health Nursing
- Other Advanced Programs (e.g., PhD, EdD in Nursing Education)

Programs Not Eligible for NFLP Support

- The post-nursing master's certificate program is ineligible for NFLP funding. The NFLP legislation established that loans may be made to students pursuing a course of study in an advanced degree program. A 'certificate' program does not meet the requirements as a degree program.
- The Clinical Nurse Leader (CNL) program is ineligible for NFLP funding. The American Association of Colleges of Nursing (AACN) defines the as a generalist role and not an advanced practice nurse specialty role. The purpose of the NFLP is to prepare advanced practice nurses to become faculty. As such, the CNL does not meet the purposes of the NFLP, and are ineligible to receive awards under the NFLP Program.

Eligible Students: Student applicants must be a citizen or national of the United States, or a lawful permanent resident of the 50 States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. Individuals on temporary student visas are not eligible under this funding opportunity.

2. Cost Sharing/Matching

The school is required to deposit an Institutional Capital Contribution (ICC) that is equal to no less than one-ninth of each FCC award. The FCC award and the school's contribution must be used to establish and operate a NFLP loan fund or be deposited into an existing NFLP loan fund.

3. Other

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

Maintenance of Effort: Award funds shall not be used to take the place of current funding for activities described in the application. The awardee must agree to maintain non-Federal funding for activities described in the application at a level which is not less than expenditures for such activities during the fiscal year prior to receiving the grant or cooperative agreement. Section 803(b) of the Public Health Service Act contains general provisions about Use of Funds, including the Maintenance of Effort provision.

Number of Applications: Multiple applications from an organization are not allowable. Eligible applicants can **submit only one** application per campus. A campus is defined as a division of a university that has its own grounds, buildings (e.g., school of nursing) and faculty.

Proof of Accreditation: Applicants must submit proof of accreditation with the application. Applicants that fail to provide proof of accreditation will be considered non-responsive and the application will not be considered for funding under this announcement.

- If accredited, a letter from the accrediting agency (CCNE, NLNAC, ACME, and/or COA) that grants accreditation of the master's and/or doctoral degree program(s). The letter must be signed and dated. A letter stating the period of accreditation extending to a specified date (e.g. month/day/year, term/year) must be submitted; or
- If accreditation is pending or not yet granted, a letter of reasonable assurance that the nursing degree program will likely be granted from or on behalf of the Department of Education

IMPORTANT NOTE: In FY 2013, certificates will **not** be accepted as proof of accreditation. Accreditation certificates do not provide sufficient information.

Proposed master's programs must meet all applicable federal guidelines and/or other national organizational guidelines for licensure, accreditation, certification, specialty and role education, and use national organizational competencies as appropriate and available in the field of study. Programs should prepare graduates to be eligible for national certification in an area of advanced nursing practice. Graduates of doctoral programs should be eligible for clinical, research or tenure track faculty appointments at accredited schools of nursing.

Applicants must indicate the guidelines and competencies used by the programs for which support is requested. Projects that enhance nurse practitioner and nurse-midwifery programs must meet the federal guidelines as published in the Federal Register, February 23, 2005, Volume 70, Number 35, for the Final Nurse Practitioner and Nurse-Midwifery Education Program Guidelines. Applicants are encouraged to refer to documents available and applicable at national organization websites, for example but not limited to:

- 1) American Association of Colleges of Nursing (AACN) at <http://www.aacn.nche.edu>
- 2) Commission on Collegiate Nursing Education (CCNE) at <http://www.aacn.nche.edu/accreditation>
- 3) National League for Nursing (NLN) Core Competencies of Nurse Educators at <http://www.nln.org/facultyprograms/pdf/corecompetencies.pdf>
- 4) National League for Nursing Accrediting Commission (NLNAC) at <http://www.nlnac.org>
- 5) National Organization of Nurse Practitioner Faculties (NONPF) at <http://www.nonpf.com>, for documents such as the *Criteria for Evaluation of Nurse Practitioner Programs, A Report of the National Task Force on Quality Nurse Practitioner Education*.
- 6) Accreditation Commission for Midwifery Education (ACME) of the American College of Nurse-Midwives <http://www.midwife.org/Accreditation>
- 7) Council on Accreditation (COA) of Nurse Anesthesia at Educational Programs at <http://home.coa.us.com/Accreditation/Pages/default.aspx>
- 8) National Association of Clinical Nurse Specialists (NACNS) at www.nacns.org

- 9) American Organization of Nurse Executives (AONE) at <http://www.aone.org/>
- 10) Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education at <https://www.ncsbn.org/aprn.htm>

IV. Application and Submission Information

1. Address to Request Application Package

Application Materials and Required Electronic Submission Information

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. The registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting an application. All applicants *must* submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver, include the following in the e-mail request: the HRSA announcement number for which the organization is seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXXX) assigned to the submission along with a copy of the "Rejected with Errors" notification as received from Grants.gov. HRSA's Division of Grants Policy is the only office authorized to grant waivers. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.** However, the application must still be submitted by the deadline. Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

IMPORTANT NOTICE: CCR has been moved to SAM effective July 30, 2012

The Central Contractor Registration (CCR) transitioned to the System for Award Management (SAM) on July 30, 2012. For any registrations in process during the transition period, the data that has been submitted to CCR will be migrated to SAM.

If a record was scheduled to expire between July 16, 2012 and October 15, 2012, CCR is extending the expiration date by 90 days. The registrant will receive an e-mail notification from CCR when the expiration date was extended. The registrant then will receive standard e-mail reminders to update their record based on the new expiration date. Those future e-mail notifications will come from SAM.

SAM will reduce the burden on those seeking to do business with the government. Vendors will be able to log into one system to manage their entity information in one record, with one expiration date, through one streamlined business process. Federal agencies will be able to look in one place for entity pre-award information. Everyone will have fewer passwords to remember

and see the benefits of data reuse as information is entered into SAM once and reused throughout the system.

Active SAM registration is a pre-requisite to the successful submission of grant applications!

Items to consider are:

- When does the account expire?
- Does the organization need to complete the annual renewal of registration?
- Who is the eBiz POC? Is this person still with the organization?
- Does anything need to be updated?

To learn more about the switch from CCR to SAM, more information is available at <https://www.bpn.gov/ccr/NewsDetail.aspx?id=2012&type=N>. To learn more about SAM, please visit <https://www.sam.gov>.

Note: SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Grants.gov will reject submissions from applicants with expired registrations. Do not wait until the last minute to register in SAM. According to the SAM Quick Guide for Grantees an entity's registration will become active after 3-5 days. Therefore, **check for active registration well before the application deadline.**

(https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf)

Applicants that fail to allow ample time to complete registration with SAM and/or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at <http://www.hrsa.gov/grants/apply/userguide.pdf>. This Guide includes detailed application and submission instructions for both Grants.gov and HRSA's Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424 Research and Related (SF-424 R&R). The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained by:

- 1) Downloading from <http://www.grants.gov>, or
- 2) Contacting the HRSA Digital Services Operation (DSO) at: HRSADSO@hrsa.gov

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted for that opportunity. Specific instructions for preparing portions of the application that must accompany the SF-424 R&R appear in the “Application Format Requirements” section below.

Applicants apply using the two-tier process in Grants.gov and the HRSA EHBs. The Phase 1 application submission process in Grants.gov requires the applicant to complete the SF-424 R&R form. The Phase 2 application submission process in the HRSA EHBs requires the applicant to complete the online NFLP program specific data form and provide the required attachments.

PHASE 1: Application Due Date in Grants.gov: January 10, 2013, 11:59 pm EST

PHASE 2: Supplemental Information Due Date in HRSA EHBs: January 25, 2013, 5:00 pm EST

Once the application has been successfully submitted to Grants.gov (Phase 1), the applicant will receive an email from HRSA. This email will provide instructions and necessary information needed to access your Phase 2 application through HRSA’s Electronic Handbooks (HRSA’s EHBs). This email will be sent to the authorizing official, the business official, the point of contact and the project director listed on the face page of the application. Applicants must submit (upload) the required attachments and complete the NFLP Program Specific Data Form electronically via the HRSA’s EHBs (Phase 2).

Only applicants who have successfully submitted an application through Grants.gov (Phase 1) by the due date may submit the required supplemental information in HRSA EHBs (Phase 2). See Section 4 of the User Guide for detailed application submission instructions.

IMPORTANT NOTE: Incomplete or missing data may deem the application as non-responsive to the funding opportunity announcement and the applicant may not receive funding this fiscal year.

2. Content and Form of Application Submission

In FY 2012, the Division of Nursing modified the application process to streamline the submission requirements for schools who are previous recipients of NFLP funding. Previous recipients are schools that received past NFLP funding and currently operate an existing NFLP loan fund. New applicants are schools that have never been awarded NFLP funds.

New Applicant Submission Requirements	Previous Recipient Submission Requirements
<p>Submit Phase 1 application through Grants.gov (Forms are not counted in page limit)</p> <ul style="list-style-type: none"> ▪ Standard Form 424 R&R ▪ SF-424B Assurances for Non-Construction Programs ▪ Project/Performance Site Locations(s) ▪ Addl. Project/Performance Site Locations(s) ▪ Disclosure of Lobbying Activities (SF-LLL) <p>Submit Phase 2 application through EHBs</p> <ul style="list-style-type: none"> ▪ ATTACHMENTS <ul style="list-style-type: none"> - Project Summary/Abstract - Project Narrative - Accreditation Documentation/Approvals - Dept. of Education Letter, if applicable - Collaborative Arrangement, if applicable - Biographical Sketch for Project Director - Institution Diversity Statement - Maintenance of Effort - Other Relevant Documents ▪ NFLP Program Specific Data Form <p>Page Limit: 30 Pages</p>	<p>Submit Phase 1 application through Grants.gov (Forms are not counted in page limit)</p> <ul style="list-style-type: none"> ▪ Standard Form 424 R&R ▪ SF-424B Assurances for Non-Construction Programs ▪ Project/Performance Site Locations(s) ▪ Addl. Project/Performance Site Locations(s) ▪ Disclosure of Lobbying Activities (SF-LLL) <p>Submit Phase 2 application through EHBs</p> <ul style="list-style-type: none"> ▪ ATTACHMENTS <ul style="list-style-type: none"> - Project Summary/Abstract - Accreditation Documentation/Approvals * - Biographical Sketch for Project Director - Nursing Program Change/or Addition, if applicable - Institution Diversity Statement - Maintenance of Effort - Other relevant Documents ▪ NFLP Program Specific Data Form <p>Page Limit: 30 Pages</p>

* Previous recipients should submit accreditation documentation only if the school’s current accreditation (CCNE, NLNAC, ACME and/or COA) will expire during the budget/project period to be funded. The applicant must upload/attach the documentation for all approvals and accreditations that will expire.

Application Format Requirements

The total size of all uploaded files may not exceed the equivalent of 30 pages when printed by HRSA. The total file size may not exceed 4 MB. The 30-page limit includes the abstract, project narrative (for new applicants only), accreditation documentation, biographical sketch and applicable attachments. The Standard Forms 424 R&R and Program Specific Data Form are NOT included in the page limit. See the formatting instructions in Section 5 of the Electronic Submission User Guide referenced above. **We strongly urge applicants to print their application to ensure it does not exceed the 30-page limit. Do not reduce the size of the fonts or margins to save space. See the formatting instructions in Section 5 of the *Electronic Submission User Guide* referenced above.**

Applications must be complete, within the 30-page limit, within the 4 MB limit, and submitted prior to the deadline to be considered under this announcement.

Application Format

Applications for funding must consist of the following documents in the following order:

SF-424 R&R SHORT APPLICATION KIT/NFLP – Table of Contents for Grants.gov (Phase 1)

-  It is mandatory to follow the instructions provided in this section to ensure that the application can be printed efficiently and consistently for review.
-  Failure to follow the instructions may make the application non-responsive. Non-responsive applications will not be considered under this funding opportunity announcement.
-  For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
-  For electronic submissions, no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
SF-424 R&R	Form	Pages 1 & 2	Not counted in the page limit. <ul style="list-style-type: none"> • Box 4 – Insert N/A for 4a and 4b • Box 8 – All applicants should select 'New' as the type of application • Box 15 – Insert \$0.00 (a-d) for Estimated Project Funding • Box 16 – Check "No" (Program is not covered by E.O. 12372)
SF-424B Assurances for Non-Construction Programs	Form	Assurances for the SF-424 R&R package	Not counted in the page limit.
Project/Performance Site Locations(s)	Form	Supports primary and 29 additional sites in structured form.	Not counted in the page limit.
Additional Performance Site Location(s)	Attachment	Can be uploaded in the Project/Performance Site Location(s) form. Single document with all additional site locations.	Counted in the page limit.
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Not counted in the page limit.

After successful submission of the Application for Federal Assistance Standard Form (SF-424 R&R) in Grants.gov (Phase 1), and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your Phase 1 application. This notification is expected within 24-48 hours from the date of submission in Grants.gov.

If you do not receive notification within 24-48 hours after submission in Grants.gov, contact the HRSA Call Center at 877-GO4-HRSA (877-464-4772), 24 hours per day, 7 days per week, or email. Please have your Grants.gov tracking number at hand.

Your application will be considered non-responsive unless you submit the required Attachments in HRSA's EHBs (Phase 2).

HRSA EHBs Application Process: Required Attachments and Program Specific Data Form for Submission (Phase 2)

- 🔔 To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary across programs.
- 🔔 Merge similar documents into a single document. Where several documents are expected in the attachment, ensure that a table of contents cover page is included specific to the attachment. The Table of Contents page will not be counted in the page limit.
- 🔔 Limit the file attachment name to under 50 characters. Do not use any special characters (e.g., %, /, #) or spacing in the file name or word separation. (The exception is the underscore (_) character.) Attachments will be rejected by Grants.gov if special characters are included or attachment names exceed 50 characters.

Attachments - Other Project Information	Instruction	HRSA/Program Guidelines
Project Summary/Abstract	Upload document as attachment under Application Process, "Other Project Information" section.	Required for ALL applicants. Refer to the attachment table provided below for specific sequence. Counted in the page limit.
Project Narrative	Upload document as attachment under Application Process, "Other Project Information" section.	Required for NEW applicants only. Refer to the attachment table provided below for specific sequence. Counted in the page limit.
Project Description	N/A	Not required.
Areas Affected by Project	N/A	Not Required
Additional Congressional Districts	N/A.	Not Required
Attachment 1	Upload document as attachment 1 under Application Process, "Other Project Information" section.	Accreditation Documentation and Approvals (Required for NEW applicants). Counted in the page limit.
Attachment 2	Upload document as attachment 2 under Application Process, "Other Project Information" section.	Letter from the Department of Education (if applicable). Counted in the page limit.
Attachment 3	Upload document as attachment 3 under Application Process, "Other Project Information" section.	Collaborative Arrangement Documentation (If applicable). Counted in the page limit.
Attachment 4	Upload document as attachment 4 under Application Process, "Other Project Information" section.	Biographical Sketch of Project Director (Required for ALL applicants). Counted in the page limit.
Attachment 5	Upload document as attachment 5 under Application Process, "Other Project Information" section.	Nursing Program Change or Addition (Required for PREVIOUS RECIPIENTS only) Counted in the page limit.
Attachment 6	Upload document as attachment 6 under Application Process, "Other Project Information" section.	Institution Diversity Statement (Required for ALL applicants). Counted in the page limit.
Attachment 7	Upload document as attachment 7 under Application Process, "Other Project Information" section.	Maintenance of Effort Documentation (Required for ALL applicants). Counted in the page limit.
Attachment 8	Upload document as attachment 8 under the "Other Project Information" section.	Any other relevant document not required elsewhere. If needed, include explanation of Federal debt delinquency here. Counted in the page limit.

Forms	Instruction
NFLP Program Specific Data Form	Complete the NFLP Program Specific Data Form in the HRSA's EHB, Phase 2 (Required). Data is required to determine eligibility. Not counted in the page limit.

Application Format

i. Application Face Page

Complete Standard Form 424 Research and Related (SF-424 R&R) provided with the application package. Prepare according to instructions provided in the form itself. Enter the name of the Project Director in item 14. If, for any reason, the Project Director will be out of the office, please ensure the email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required. For information pertaining to the Catalog of Federal Domestic Assistance (CFDA), the CFDA Number is 93.264.

DUNS Number

All applicant organizations (and sub-recipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 5 on the application face page. Applications **will not** be reviewed without a DUNS number. Note: A missing or incorrect DUNS number is the number one reason for applications being “Rejected for Errors” by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS number. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any sub-recipient of HRSA award funds) is required to register annually with the System for Award Management (SAM) in order to conduct electronic business with the Federal Government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that the applicant organization SAM registration is active and the Marketing Partner ID Number (MPIN) is current. Information about registering with the SAM can be found at www.sam.gov. Please see Section IV of this funding opportunity announcement for **SAM registration requirements**.

ii. Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications, no table of contents is necessary, as it will be generated by the system. (Note: The Table of Contents will not be counted in the page limit.)

iii. Staffing Plan and Personnel Requirements

The SF-424 R&R application face page must identify the key personnel responsible for the proposed NFLP project. In Box 5 of the SF-424 R&R application face page, please provide information for the business office official (the financial aid office coordinator); in Box 14, please provide information for the Project Director (PD) in the school of nursing; and in Box 19, please provide information for the authorized official representative (AOR) at the institution. Refer to Section VIII of this application for additional information about key personnel and their role in administering the NFLP.

Under NFLP, the PD is designated by the recipient to direct the project being supported by the award. The PD is responsible and accountable to recipient organization officials for the proper conduct of the project. The organization is, in turn, legally responsible and accountable to HHS for the performance and financial aspects of the grant-supported activity.

- The person named in Box 5 and Box 14 of the SF-424 R&R application cover page must not be the same; therefore, the person in the business office should not be the same as the PD in the school of nursing.
- When submitting the application, submit the Biographical Sketch for the PD named in Box 14. This should be included as **ATTACHMENT 4** in the EHBs.
- The AOR and the PD should not be the same person. Justification must be provided for circumstances where only one person is responsible for both roles.

Change in Key Personnel

Participating NFLP schools must request prior approval for any change in the NFLP Project Director (PD) and other key personnel using the HRSA EHBs “Prior Approvals” submission process. Grantees should contact the HRSA Call Center at (301) 998-7373 for assistance. The PD change request must be provided immediately when the PD change occurs for purpose of accountability. Applicants must submit a letter, signed (or co-signed) by a business or authorizing official and the Project Director of the institution which officially requests change in PD. The letter should include the grant number and clearly state:

- Reason for the change;
- Change from prior PD (name) to new PD (name);
- Effective date of PD change;
- Business address, phone and e-mail of new PD; and
- Include copy of bio-sketch, resume, or CV of new PD.

iv. Assurances – Grants.gov

Use Application Form SF-424B Assurances – Non Construction Program provided with the application package.

v. Certifications and Other Requirements

Use the Certifications and Disclosure of Lobbying Activities Application Form provided with the application package.

The signature of the AOR on the application serves as the required certification of compliance for the applicant organization for the following:

Lobbying

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any

cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) Recipients of HRSA awards shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The requirements for the NFLP are included in this funding opportunity announcement. See **Appendix A**. The official of the applicant school accepts, as federal funds are allocated and paid as a result of this application, the obligation to comply with the applicable federal certifications and other requirements.

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal award. By signing the SF-424 R&R, the applicant is certifying that they are not delinquent on federal debt in accordance with OMB Circular A-129. (Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, guaranteed and direct student loans, benefits that were overpaid, etc.) If an applicant is delinquent on federal debt, they should attach an explanation that includes proof that satisfactory arrangements have been made with the Agency to which the debt is owed. This explanation should be uploaded as **ATTACHMENT 8**.

vi. Project Abstract

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served.

The abstract must include the following:

- (1) a brief summary of the project and accomplishments;
- (2) how the proposed project for which funding is requested will be accomplished, including the eligible nursing education program(s) of study that prepare qualified faculty; and

- (3) specific, measurable objectives which the project will accomplish, including the projected number of master's and doctoral NFLP student participants.

Please place the following information at the top of the abstract:

- Project Title (Indicate Nurse Faculty Loan Program)
- Applicant Organization Name
- Address
- Project Director (Full Name & Credentials)
- Contact Phone and Fax Numbers
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

vii. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory and well organized.

Use the following section headers for the Narrative:

▪ **INTRODUCTION**

Applicants must provide an overview of each of the master's and/or doctoral nursing education program(s) that prepares nurse faculty and how the specific education component(s) offered will qualify students for their role as nurse faculty. Include a brief description of the program of study degree level(s), i.e., MSN, Post-BSN – PhD/DNSc, Post-BSN – DNP, Post-MSN – PhD/DNSc, Post-MSN – DNP, EdD in Nursing Education.

Nursing Program Change or Addition

If awarded and a nursing program is added or changed after this application period, participating NFLP schools must submit a request for prior approval for any nursing programs that are added or any substantive change in curriculum to existing program(s) using the HRSA EHBs "Prior Approvals" submission process.

The education component may be offered through the school of nursing or another entity within the University or College; however, the terminal degree must be in nursing. The school may offer the education component for graduate credit through a formal collaboration with another campus or University. Documentation of any formal collaborative arrangement should be included with the application as **ATTACHMENT 3**.

▪ **NEEDS ASSESSMENT**

Specify the number of full-time and part-time students interested in participating in the NFLP at your school. Describe the level of NFLP student participation at your school and whether the program is expected to expand.

▪ WORKPLAN

This section should identify the nurse educator competencies to be achieved upon completion of the program. The graduate nurse should be prepared to assume a role as a qualified nursing faculty in a clinical and/or classroom environment. For example, graduates should be able to apply pedagogically appropriate teaching strategies through the development of curriculum designs for both classroom and clinical instruction; and be able to create effective methods for evaluation of student learning outcomes. These competencies can be met through didactic coursework, experiential learning and/or a mentored practicum in teaching.

Plan of Study

Provide the sample plan of study for full-time students and the plan of study for part-time students (3-year and 5-year plan and as appropriate for the doctoral program). Applicants should clearly describe how the part-time plan of study will enable the part-time student to progress through the program requirements (including the education components) within the timeframe proposed by the plan of study.

Provide the school's definition of full-time and part-time graduate study (i.e., school's full-time-equivalent definition).

Educator Component/Coursework

Describe the education component(s) that will prepare students to become nurse faculty. The component may consist of an education course(s) or a mentored teaching practicum identified within the curriculum and may be offered through a wide range of teaching methods, including distance learning. **Provide the following information on each education component (didactic and practicum):** course title and catalog number, whether the education component is offered for both the master's and/or doctoral programs, objectives, topical outline, teaching-learning methods, the number of credits hours, and specify whether it is required or elective.

Use the following format to describe **each** education component:

Course Title and Number

- Specify Master's and/or Doctoral Offering
- Number of Credit Hours/Practicum Hours, if applicable
- Specify whether the course is required or elective for NFLP recipients

Course Objective and Competencies Addressed

Course Outline

Teaching/Learning Methods

▪ EVALUATION AND TECHNICAL SUPPORT CAPACITY

Applicants are required to include a plan for how they will track and report on individual trainee-level data and the field experiences of trainees. This data will be reported annually in performance reports. The plan should also address the collection of longitudinal follow-up data (e.g. graduates' employment level, employment setting).

Describe the capacity for administering the program at your school. Describe the staff responsible for recruitment, student orientation, program monitoring, and completion and submission of reports.

Provide specific information on how the student will be oriented on the program participation guidelines and requirements; and identify the person responsible for advising the student on the enrollment, employment requirements and the cancellation provision.

▪ **ORGANIZATIONAL INFORMATION**

Provide information on the applicant's (Department, College and/or School of Nursing) current mission and structure, scope of current activities, an organizational chart, and describe how these contribute to the ability of the organization to conduct the program requirements and meet program expectations. Describe the institutional resources (systems, office/divisions, external service agency) that will be used to manage the collection, repayment, monitoring, and tracking of graduates' employment.

viii. Program Specific Forms

Applicants must complete the NFLP Program Specific Data Form electronically via the HRSA's EHBs (Phase 2). Incomplete or missing data may deem the application as non-responsive to the funding opportunity announcement and the applicant may not receive funding. Below is a description of the information to be provided in the Program Specific Form:

PART 1 – PROGRAM INFORMATION

Eligible Entity

Eligible applicants are accredited schools of nursing or a department within the institution, such as a Graduate School of Arts and Sciences that offers an eligible advanced nursing education program yielding a graduate degree in nursing. The eligibility requirements are described in section III of this announcement.

Educator Component/Course Offered

For each course entered, provide the number of credits, whether it is a required or elective course, and if it includes distance learning technologies. Previous recipients may add new educator courses or delete courses. **IMPORTANT NOTE:** Applicants should not include the non-educator courses that are included in the program of study.

Accreditation and Approvals

Accreditation information for your program(s) should be entered for each program accreditation (CCNE, NLNAC, COA, or ACME). Select the accrediting agency and provide the accreditation expiration date. Submission documentation of accreditation and/or approvals is covered under section IV.2.ix of this application announcement. Submit all accreditation attachments under the Application Process, "Other Project Information" section in the EHBSs.

IMPORTANT NOTE: For Previous Recipients, Accreditation documentation should be submitted only if the school’s applicable accreditation (e.g., CCNE, NLNAC, ACME, and/or COA) will expire during the budget/project period.”

The documentation must be uploaded as ATTACHMENT 1.

Other Application Attachments

Submission of application attachments is covered under section IV.2.ix of this announcement. Submit all application attachments under the Application Process, “Other Project Information” section in the EHBSs.

PART 2 – FUND INFORMATION

Federal Funds Requested

Applicants may request the amount of funds needed to support the number of students projected to receive NFLP support. Applicants should consider the required 1/9 institutional capital contribution when providing the information. **Applicants are strongly encouraged to request a conservative amount to avoid overfunding the NFLP loan fund account.** Applicants may determine the FCC amount requested by calculating the tuition and other educational fees for the academic year multiplied by the number of continuing NFLP students and prospective new students expected to receive NFLP loan support. The federal funds requested in this section should coincide with the enrollee data provided under Sections E.1-E.2.

Example:

$$\begin{aligned} \text{Federal Funds Requested} &= (\text{Tuition costs plus other educational fees/expenses for an} \\ &\text{academic year multiplied by the number of continuing NFLP} \\ &\text{students plus the number of prospective new NFLP students} \\ &\text{expected to request NFLP}) \\ &= \$(25,000 + 2000) * (15 + 5) \\ &= \$540,000 \end{aligned}$$

NFLP Loan Fund Balance/Unused Accumulation

Verify the NFLP loan fund balance with the appropriate officials at your institution. New applicants must enter “\$0”.

PART 3 – NFLP ENROLLEE AND GRADUATE INFORMATION

NFLP Enrollees (Continuing) by Degree Level – Provide the number of continuing NFLP enrollees (received previous NFLP support) that will receive NFLP loan support for the current academic year (Fall/Spring/Summer). All data fields must be completed. Enter “0” if not reporting data in the fields.

NFLP Enrollee (New) by Degree Level – Provide the number of new NFLP enrollees (never received NFLP support) that will receive NFLP loan support for the current

academic year (Fall/Spring/Summer). All data fields must be completed. Enter “0” if not reporting data in the fields.

Enrollees That Applied for NFLP But Not Supported – Provide the number of enrollees that applied but did not receive NFLP support during the previous academic year. All data fields must be completed. Enter “0” if not reporting data in the fields.

NFLP Graduates and Graduates Employed as Nurse Faculty – Provide the number of NFLP students that graduated during the previous academic year. Provide the number of NFLP graduates that reported employment as full-time faculty during the previous academic year. All data fields must be completed. Enter “0” if not reporting data in the fields.

NFLP Enrollees by Practice Role – Provide the total number of continuing and projected new NFLP enrollees by specialty practice. All data fields must be completed. Enter “0” if not reporting data in the fields.

PART 4 – TUITION INFORMATION

Tuition, Required Terms and Credit Hours

Provide the required tuition information for each distinct graduate nursing degree program for which enrollee information is provided under Sections E.1-E.2.

IMPORTANT NOTE: Provide the tuition and fees costs for a single term/semester. Please do not provide the tuition costs for the full academic year. Applicants should ensure that the correct tuition data is provided. Incorrect or insufficient data will impact the award determination.

- Program Degree – Select each program degree level and provide the number of terms, the number of credits and the tuition data.
- Tuition Costs Per Term – For “Full-time” tuition costs per TERM, enter total amount for **one term with fees and expenses** based on the required full-time credit hours (or average full-time credit hours). For “Part-time” tuition costs per TERM, enter total amount for **one single credit hour with fees and expenses** (*Example, \$2,500 full-time tuition per term divided by 9 credit hours equals \$277 for a single credit hour*). NOTE: If you are a PRIVATE institution, enter tuition data under in-state only.

ix. Attachments

Applicants must submit (upload) **all** required attachments electronically via the HRSA’s EHBs (Phase 2) under the ‘Other Project Information’ section. Please note that attachments are not required under any other section in the EHBs. See additional reference to the ‘attachments’ under the Application Submission section of this announcement.

ATTACHMENT 1 – Accreditation Documentation and Approvals for New Programs (Required for NEW applicants)

Accreditation documentation for all applicable masters’ program(s) **must** be provided from CCNE, NLNAC, COA, and/or ACME.

Applicants must include evidence of approval for doctoral programs (e.g., PhD, DNSc or DNP). Evidence of approval may include, but are not limited to, a letter or meeting minutes from: Nursing Faculty Committee. Institutional Committees/Boards, State bodies (State Boards of Nursing, Higher Education Finance Boards), and letters from national nursing accrediting bodies (e.g., CCNE) accepting substantive change(s) in the applicant's graduate program.

Applicants must include all approvals for new programs (*i.e.*, new tracks/specialties or substantive changes to existing programs). Applicants should provide documentation of all approvals needed to enroll students into the program, including those approvals needed for new courses and programs of study.

Refer to *Proof of Accreditation* under section III.3 of this FOA for further information.

ATTACHMENT 2 – Letter from the U. S. Department of Education (if applicable)

Accreditation for Newly Established Graduate Program of Nursing: The following process must be followed for new graduate program applicants just beginning the accreditation process:

- The applicant nursing program must contact a nursing accrediting body recognized by the Secretary of the Department of Education before requesting a reasonable assurance letter from the Department of Education. The new program will need to request the recognized accrediting agency to prepare its letter describing the new program's progression toward accreditation by answering the six questions enumerated below.
- The letter from the recognized agency must report on the following information on the new program:
 - 1) Whether this program is actively pursuing accreditation with the agency.
 - 2) What is the date of the program's pending application for accreditation and the date or approximate date when the agency's decision-making body is likely to decide whether to grant or deny accreditation for this program?
 - 3) Does the agency accredit any other nursing education programs at this institution and, if so, are those programs in good standing with your agency?
 - 4) Currently, what stages of the accreditation process has this program completed, and what stages remain to be completed? Please summarize the kinds of materials already submitted in support of the program's application and reviewed by your agency, as well as any on-site visits that have occurred.
 - 5) Based on your records, what will be the start date or approximate start date of the program's academic year that immediately follows the expected graduation date for the students comprising the program's first entering class?
 - 6) Based on the agency's review of each program to date, is there any reason to believe that the program will be unable to demonstrate compliance with your standards and requirements and gain accreditation by the beginning of the academic year following the normal graduation date of students of the first entering class in such a program? If so, why?

- In addition, the letter from the recognized accrediting agency should state that the new educational program is an accrediting activity that falls within the scope of the Secretary's recognition and that the new program will meet the accreditation/approval standards prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such program.
- The applicant program will submit, **not less than 30 days prior to the HRSA application due date**, its request for a letter of assurance along with the accrediting agency letter and any supporting documentation regarding the accreditation or approval of the nursing program to the Accreditation Division staff at aslrecordsmanager@ed.gov.

Or by regular mail to:

Accreditation Division
 U.S. Department of Education
 1990 K Street, NW, Room 7126
 Washington, DC 20006-8509
 (HRSA LETTERS)

- If you need additional information regarding the submission, you should contact Cathy Sheffield by telephone at (202) 219-7011; fax: (202) 219-7005; or email: Cathy.Sheffield@ed.gov.
- The program will also submit its contact name(s), address(es), phone number(s), email addresses and the name of the HRSA program and the grant number with all correspondence sent to the Department of Education.
- The Accreditation Division will acknowledge receipt of the application by notifying the program by email. If the application is not received timely, the acknowledgement letter will notify the program that the Accreditation Division will not process the request.
- The Department of Education staff will review the documents submitted by the applicant and process the program's request for a letter of reasonable assurance in a timely manner documenting the Secretary's determination that the new program will meet the appropriate accreditation standards prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such a program.

ATTACHMENT 3 – Documentation of Collaborative Arrangement (if applicable)

The school may offer the education component for graduate credit through a formal collaboration with another campus or University. Documentation of any formal collaborative arrangement should be attached with the application as Attachment 3.

ATTACHMENT 4 – Biographical Sketch of Project Director (Required for ALL applicants)

Applicants should provide qualifications for the proposed Project Director not to exceed the two (2)-page limit. A biographical sketch for the staff person that will be assigned as the Project Officer should be included with the application as Attachment 4. Applicants should include the following information:

- Brief Personal Statement
- Professional Experience (last 5 years)
- Peer Reviewed Publications (past 3 years)
- Research Support (past 3 years)

ATTACHMENT 5 – Nursing Program Addition or Change (Required for PREVIOUS APPLICANTS only)

Previous recipients must submit a brief overview of any new nursing degree program(s) for which NFLP support will be requested. A program change is described, for example, as a program that is transitioning from a MSN to a post-BSN to DNP program. Coursework changes are not applicable. Use the following format to describe each education component for new program(s) being added:

Course Title and Number

- Specify Master's and/or Doctoral Offering
- Number of Credit Hours/Practicum Hours, if applicable
- Specify whether the course is required or elective for NFLP recipients

Course Objective and Competencies Addressed

Course Outline

Teaching/Learning Methods

ATTACHMENT 6 – Institution Diversity Statement (Required for ALL applicants)

The Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHP) is committed to increasing diversity in health professions programs and the health workforce across the Nation.

All applicants must submit an institution diversity statement that addresses the following:

1. Describe the school's approach to increasing the number of diverse health professionals through an established strategic plan, policies, and program initiatives.
2. Describe the school recent performance in recruiting and graduating students from underrepresented minority groups and/or students from educationally and economically disadvantaged backgrounds.
3. Describe future plans to recruit, retain, and graduate students from underrepresented minority groups and students from educationally and economically disadvantaged backgrounds.

ATTACHMENT 7 – Maintenance of Effort Documentation (Required for ALL applicants)
Applicants must complete and submit the following information:

NON-FEDERAL EXPENDITURES

Non-Federal Expenditures	Non-Federal Expenditures
<p>FY 2012 (Actual) Actual FY 2012 non-federal funds including in-kind, expended for activities proposed in this application. If proposed activities are not currently funded by the institution, enter \$0.</p> <p>Amount: \$ _____</p>	<p>FY 2013 (Estimated) Estimated FY 2013 non-federal funds, including in-kind, designated for activities proposed in this application</p> <p>Amount: \$ _____</p>

ATTACHMENT 8 – Other Relevant Information

Include other information relevant to the application that is not required elsewhere. If needed, attach explanation of Federal debt delinquency here.

3. Submission Dates and Times

Application Due Date

Applicants apply using the two-tier process in Grants.gov and the HRSA EHBs.

PHASE 1: Application Due Date in Grants.gov: January 10, 2013 11:59 pm EST

PHASE 2: Supplemental Information Due Date in EHBs: January 25, 2013, 5:00pm EST

Applications completed online are considered formally submitted when the application has been successfully transmitted electronically by the organization’s Authorized Organization Representative (AOR) through Grants.gov and validated by Grants.gov and the HRSA EHBs on or before the deadline date and time.

Please consult with the Electronic Submission User Guide, Section 5 for detailed instructions on submission requirements.

Receipt acknowledgement: Upon receipt of an application, Grants.gov will send a series of email messages to document the progress of an application through the system.

1. The first will confirm receipt in the system;
2. The second will indicate whether the application has been successfully validated or has been rejected due to errors;
3. The third will be sent when the application has been successfully downloaded at HRSA; and
4. The fourth will notify the applicant of the Agency Tracking Number assigned to the application.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g., floods or

hurricanes) or other disruptions of services, such as a prolonged blackout. The CGMO or designee will determine the affected geographical area(s).

Applications will be considered as having been formally submitted and having met the deadline if: (1) the application has been successfully transmitted electronically by your organization's Authorizing Official (AO) through Grants.gov and it has been successfully validated by Grants.gov on or before the deadline date and time.

After successful submission of the above forms in Grants.gov (Phase 1) and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and the requirements for the Project Director and AO to review and submit additional information in the HRSA's EHBs (Phase 2). **Your application will be considered non-responsive unless you submit the additional information in HRSA's EHBs by the due date and time.**

Notifications from HRSA EHBs are expected to go out within 24-48 hours from the date of submission. If you do not receive notification that your application has been successfully received, please contact the HRSA Call Center at 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov. Please have your Grants.gov tracking number available.

Late applications:

Applications which do not meet the criteria above are considered late applications and will not be considered in the current competition.

4. Intergovernmental Review

The NFLP is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

5. Funding Restrictions

Salary Limitation: The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement.

Per Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011 (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic

communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself. (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

Per Division F, Title V, Section 523 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

6. Other Submission Requirements

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications for grant opportunities in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use APPLY FOR GRANT section at the <http://www.Grants.gov>. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization **immediately register** in Grants.gov and become familiar with the Grants.gov site application process. If you do not complete the registration process, you will be unable to submit an application. The registration process can take up to one month, so you need to begin immediately.

To successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Numbering System (DUNS) number
- Register the organization with the System for Award Management (SAM)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's SAM "Marketing Partner ID Number (M-PIN)" password
- Register and approve an Authorizing Official Representative (AOR)

- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at <http://www.grants.gov>. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726. Applicants should ensure that all passwords and registration are current well in advance of the deadline.

It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, organizations are urged to submit an application in advance of the deadline. If an application is rejected by Grants.gov due to errors, it must be corrected and resubmitted to Grants.gov before the deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

If, for any reason, an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's last validated electronic submission prior to the Grants.gov application due date as the final and only acceptable application.

Tracking your application – It is incumbent on the applicant to track their application status by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking your application can be found at <https://apply07.grants.gov/apply/checkApplStatus.faces>. Be sure your application is validated by Grants.gov prior to the application deadline.

V. Application Review Information

1. Review Criteria

This is a formula-based grant program. The Division of Nursing is responsible for the review of each NFLP application for eligibility including accreditation status, completeness, accuracy and compliance with the requirements outlined in this funding opportunity announcement.

2. Review and Selection Process

The funds appropriated for the regularly appropriated NFLP are distributed among eligible institutions based on a formula derived from the information provided in NFLP Program Specific Data Form and required attachments (Phase 2). Again, if the NFLP Program Specific Form is not submitted, applicants will be deemed non-responsive to the Program Funding Opportunity Announcement and the application will not be considered for funding.

FUNDING FACTORS

Statutory Funding Priority

As provided under Title VIII of the Public Health Service Act, Section 847(f), a funding priority is awarded to NFLP loans that support doctoral nursing students.

Under the NFLP, a funding priority will be applied in determining the funding for approved applications that support doctoral nursing students. A funding priority is defined as a favorable adjustment of the formula that determines the amount of the award.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of **July 1, 2013**.

VI. Award Administration Information

1. Award Notices

HRSA, acting on behalf of HHS, will send a Notice of Award (NoA) to the school indicating the amount of the Federal Capital Contribution (FCC) provided and the non-federal share (Institutional Capital Contribution (ICC)) that the school will be required to provide. The NoA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period and the project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency's Authorizing Official, and reflects the only authorizing document. The NoA will be sent prior to the budget/project period start date of July 1, 2013.

NFLP funds are awarded for a one-year budget/project period beginning July 1, 2013 through June 30, 2014.

Receipt of Award

The school will receive the NFLP award via electronic funds transfer. The HHS Payment Management System (PMS) will establish an account for new schools receiving an award. For information regarding drawdown of funds, contact the Division of Payment Management System (PMS) at www.dpm.psc.gov.

All funds awarded for the specified budget/project period should be drawn down from the PMS account and placed in an appropriate interest-bearing, revolving loan fund. It is expected that loan activity will be conducted through the revolving fund rather than multiple draw downs from the PMS account. Schools are strongly encouraged to draw down the full amount of the award (in whole dollars) prior to the end of the budget/project period.

The award must be deposited into the revolving fund established by your institution and should contain the FCC grant dollars as well as an Institutional Capital Contribution (ICC) matching

amount equal to not less than one-ninth of the FCC, proceeds from the collections of principal and interest on NFLP loans made from the fund, and all other earnings of the fund.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Sub-awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments](#) as appropriate.

HRSA grant and cooperative agreement awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on recipient type and purpose of award. This includes any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the NoA).

Non-Discrimination Requirements

To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P.L. 88-352, as amended and 45 CFR Part 80). In some instances a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.html>.

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 13-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Cultural and Linguistic Competence

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

Diversity

The Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHPr) is committed to increasing diversity in health professions programs and the health workforce across the Nation. This commitment extends to ensuring that the U.S. has the right clinicians, with the right skills, working where they are needed. In FY 2011, BHPr adopted Diversity Guiding Principles for all its workforce programs that focus on increasing the diversity of the health professions workforce.

All health professions programs should aspire to --

- recruit, train, and retain a workforce that is reflective of the diversity of the nation;
- address all levels of the health workforce from pre-professional to professional;
- recognize that learning is life-long and should be supported by a continuum of educational opportunities;
- help health care providers develop the competencies and skills needed for intercultural understanding, and expand cultural fluency especially in the areas of health literacy and linguistic competency; and
- recognize that bringing people of diverse backgrounds and experiences together facilitates innovative strategic practices that enhance the health of all people.

Health People 2020 is a national initiative led by HHS that set priorities for all HRSA programs. four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

National HIV/AIDS Strategy (NHAS)

The National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of early entrance into care for people living with HIV to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their sero-status and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure success of the NHAS. Programs providing direct services should comply with Federally-approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>.

Health IT

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

Related Health IT Resources:

- [Health Information Technology \(HHS\)](#)
- [What is Health Care Quality and Who Decides? \(AHRQ\)](#)

3. Reporting

All successful applicants under this funding opportunity announcement must comply with the following reporting and review activities:

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at www.whitehouse.gov/omb/circulars_default.

b. Payment Management Requirements

The NFLP grant award is a Federal Capital Contribution (FCC). The FCC model requires recipient institutions to establish and maintain a revolving fund with the grant award. HRSA expects recipients to draw down the full NFLP grant award from the Payment Management System (PMS) account soon after receipt and to deposit the funds into their institution's revolving fund.

NFLP awards are established as B-Accounts in PMS to support the FCC model; therefore, there are no PMS reporting requirements for NFLP schools.

c. Status Reports

Annual Operating Report

The Annual Operating Report (AOR) is used to report expenditures and monitor institutional performance. Schools must complete and submit the NFLP-AOR annually for the period July 1 through June 30 each year. The submission due date for the NFLP-AOR is August 15 each year.

Email notification will be sent to institutions by July 1 when the reports are available in the HRSA Electronic Handbooks (EHBs). The NFLP-AOR is accessible to registered EHB users.

IMPORTANT NOTE: ARRA-NFLP schools received funding during the 2009 and 2010 funding cycles. Funding beyond the 2010 period was not available. Although ARRA-NFLP funding has been discontinued, schools that have an active ARRA-NFLP loan fund account must continue to submit the NFLP-AOR annually.

d. Transparency Act Reporting Requirements

New awards ("Type 1") issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109-282), as amended by section 6202 of Public Law 110-252, and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in federal funds and executive total compensation for the recipient's and subrecipient's five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>). Competing continuation awardees, etc. may be subject to this requirement and will be so notified in the Notice of Award.

VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

Kim Ross
Attn: Research and Training Health Professions Branch
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 11A-02
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-2353
Fax: (301) 443-6343
Email: kross@hrsa.gov

Additional information related to the overall NFLP program issues and annual reporting requirements may be obtained by contacting:

Denise Thompson
Public Health Analyst
BHP, Division of Nursing
Parklawn Building, Room 9-61
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1399
Fax: 301-443-0791
Email: dthompson@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. For assistance with submitting the application in Grants.gov, contact Grants.gov Contact Center, 24 hours per day, 7 days per week, excluding federal holidays:

Grants.gov Contact Center
Telephone: 1-800-518-4726
E-mail: support@grants.gov
iPortal: <http://grants.gov/iportal>

Applicants may need assistance when working online to submit the remainder of their information electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting the remaining information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Call Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
E-mail: CallCenter@HRSA.GOV

VIII. Other Information

NFLP TECHNICAL ASSISTANCE CALL

A 2013 NFLP Technical Assistance Conference Call is scheduled for **Tuesday, January 8, 2013, 1:00pm to 3:00pm Eastern Time**. The purpose of the NFLP Technical Assistance Conference Call is to provide an overview of the NFLP funding opportunity, communicate significant program changes and allow applicants and current NFLP grantees to ask questions pertaining to the information presented.

We request that you pre-register for the Technical Assistance Conference Call.

Participant access information:

URL:

https://www.mymeetings.com/emeet/rsvp/index.jsp?customHeader=mymeetings&Conference_ID=2731931&passcode=9007404

Conference number: 2731931

Passcode: 9007404

4. To pre-register for this event:

1. Go to the URL listed above and choose Web RSVP under Join Events.
2. Enter the Conference ID Number and Passcode.
3. Provide your information for the event leader and then click submit.

5. If you do not pre-register, you may dial in to join the call:

Toll Free Number: 888-982-4697

Passcode: 9007404

The conference call will be recorded and can be replayed until September, 2013. Replays are generally available one hour after a call ends.

Instant Replay Access

Toll Free Number: 800-391-9853

(No passcode required)

ROLE OF SCHOOL OFFICIALS

We encourage the key personnel (school of nursing coordinator, financial aid office coordinator, and the authorized official) at the school to discuss and decide their roles in administering the NFLP prior to submitting the application. Communication between key personnel must be maintained to properly monitor the status of NFLP recipients.

- 1) Role of the School of Nursing Project Director – The school of nursing is the eligible applicant. Therefore, the school of nursing, not the financial aid office or other administrative unit, must prepare and submit the NFLP application. The school of nursing

should notify the financial aid office of its intent to apply for an NFLP award and work with the financial aid office on activities such as, but not limited to, advising potential NFLP recipients and submitting required reports.

- 2) Role of the Financial Aid Office Coordinator – The financial aid office generally administers the NFLP fund (*i.e.*, issuing the Promissory Note and verifying employment status, repayment/cancellation schedules and collections following graduation). The financial aid office may be responsible for completion and submission of the NFLP Annual Operating Report or may work with a designated office within the school. The financial aid office should work with the school of nursing on activities such as, but not limited to, advising potential NFLP recipients and submitting required reports.
- 3) Role of the Authorized Official – The authorized official of the applicant school is the person legally and financially responsible for the use and disposition of any HHS funds awarded on the basis of this NFLP application; and certifies that the information in the application is correct and the school agrees to comply with the applicable terms and conditions placed on the award.

The school must immediately notify HRSA of any change in key personnel cited in the application. Schools must request prior approval for any change in the NFLP Project Director and other key personnel using the HRSA EHBs under the “Prior Approvals” section. Awardees should contact the HRSA Call Center at (301) 998-7373 for assistance.

OVERVIEW OF INSTITUTIONAL MANAGEMENT OF NFLP FUNDS

Institutions are responsible for selecting loan recipients and providing NFLP loans to graduate nursing students. Program administration activities include –

- Loan Disbursements and Collections
- Repayment Schedules
- Deferment Review and Approval
- Forbearance Review and Approval
- Disability and Write-off Claims for Review by HRSA
- Biennial Audits
- Submission of Annual Operating Reports

The NFLP agreement requires the school to establish and operate the NFLP fund. This section offers a brief introduction to the management of the NFLP fund. For additional information, see the HRSA Fiscal Management web site at

http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html.

IMPORTANT NOTE: Please be aware that the HRSA Fiscal Management web site provides general guidance and procedures for other HHS programs that are similar to the NFLP. The specific requirements for the NFLP may differ (*i.e.*, repayment periods, cancellation provisions, service obligation requirements, exhibits). Applicant schools should contact the Division of Nursing staff for any clarification. (See Section VII of this funding opportunity announcement).

1) Cash Balances

The NFLP loan fund balance must be reported annually on the NFLP-AOR for the specified reporting period. The loan fund balance will be monitored yearly.

Schools should review the balance in the NFLP loan fund on a semi-annual basis to determine whether the fund balance exceeds its needs. Refer to Collections under the Fiscal Management web site at http://bhpr.hrsa.gov/dsa/sfag/financial_management/bk3prt2.htm for information about cash balances.

2) Retaining the NFLP Loan Fund Balance

Active NFLP awardees are permitted to retain the NFLP loan fund balance in the revolving institutional loan fund account without fiscal year restriction. The loan fund balance should continue to be disbursed through the current budget/project period.

When the NFLP-AOR is approved by the Program office for the reporting period, the school will be permitted to retain the loan fund balance as reported. If the Program Office determines that there is an excessive loan fund balance remaining over a 2-3 year period, the school will be notified.

3) Reporting of NFLP Loan Disbursements

Schools are required to report NFLP loan disbursements annually when the NFLP-AOR is completed and submitted to HSRA.

4) Cancellation Payments by HHS

When a school cancels all or any part of a loan or interest, the Secretary of HHS will pay to the school an amount equal to the school's proportionate share of the cancelled portion, as determined by the Secretary.

5) Loan Fund Default Rate

NFLP schools must have a default rate (as calculated under paragraph (a) of this section) of not more than 5 percent.

(a) The default rate for each school shall be the ratio (stated as a percentage) that the defaulted principal amount outstanding of the school bears to the matured loans of the school. For this purpose:

(1) The term “defaulted principal amount outstanding” means the total amount borrowed from the loan fund of a school that has reached the repayment stage (minus any principal amount repaid or canceled) on loans in default for more than 120 days; and

(2) The term “matured loans” means the total principal amount of all loans made by a school under this subpart minus the total principal amount of loans made by the school to students who are:

- (i) Enrolled in a full-time or halftime course of study at the school; or
- (ii) In their grace period.

(b) Any school that has a default rate greater than 5 percent on June 30 of any year will be required to:

- (1) Reduce its default rate by 50 percent (or a school with a default rate below 10 percent must reduce its rate to 5 percent) by the close of the following 6-month period; and
- (2) By the end of each succeeding 6-month period, reduce its default rate to 50 percent of the required rate for the previous 6-month period, until it reaches 5 percent.

(c) Any school subject to the provisions of paragraph (b) of this section which fails to comply with those requirements will receive no new NFLP funds and will be required to:

- (1) Place the revolving fund monies and all subsequent collections into an insured interest-bearing account;
- (2) Make no loan disbursements; and
- (3) By the end of the succeeding 6-month period, reduce its default rate to 50 percent of the rate it failed to achieve under paragraph (b) of this section, or 5 percent. A school that meets this requirement will be permitted to resume the use of its nursing student loan funds, but must continue to comply with the requirements of paragraph (b)(2) of this section if its default rate is still greater than 5 percent. A school that meets the requirements of subparagraph (c)(3) of this section will be permitted to resume the use of its NFLP funds, but must continue to comply with the requirements of subparagraph (b)(2) of this section if its delinquency rate is still greater than 5 percent.

6) Write-Off Procedures

Schools must adhere to the policies and procedures for write-off review of uncollectible loans. If a school writes off a loan, it retains the authority to collect the loan if collection is possible at a later time. The school must notify the Division of Nursing through the reporting process of subsequent collections on loans approved for write-off. For more guidance on write-off procedures, you may review general reference on the HHS web site at http://bhpr.hrsa.gov/dsa/sfag/financial_management/bk3prt2.htm.

7) Institutional Termination and Withdrawal

Upon withdrawal or termination of institutional participation in the program, the balance in the NFLP fund will be distributed between the HHS and the school in proportion to the amounts contributed by each. Schools that have active loan repayments and/or collections to the loan fund must remit the Federal Government's proportionate share of amounts received thereafter in payment of loan collections and any other earnings on a quarterly basis. Schools that have no loan fund activity (i.e. no loan disbursements from the loan fund) must remit the Federal Government's proportionate share of amounts received.

At the time of each quarterly remittance, the school should withdraw its proportionate share of the quarterly cash accumulation from the fund. See Collections under the Fiscal Management

web site at http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html for a description of procedures for remittance of collections.

Remittance checks must:

- be made payable to the U.S. Department of Health and Human Services;
- include the regular NFLP CAN# 3760333, the school's entity identification number, the grant number, and the PMS Payee Account Number; and
- be mailed to:
U.S. Department of Health and Human Services
PSC/FMS/Division of Payment Management
P.O. Box 6021
Rockville, Maryland 20852

Note: Schools must forward a copy of the remittance documentation to the agency contacts named in Section VII of this funding opportunity announcement.

EXHIBIT FORMS

The exhibit forms listed below are provided with the application for institutional use in administration of the NFLP.

With the exception of the Promissory Note (**EXHIBIT A**), schools may modify the sample exhibit forms listed below.

- EXHIBIT A NFLP Promissory Note (*Amended 2012*)
- EXHIBIT B Statement of Rights and Responsibilities
- EXHIBIT C NFLP Loan Application
- EXHIBIT D Certification of Employment Form
- EXHIBIT E NFLP Request for Partial Cancellation
- EXHIBIT F Disability Checklist
- EXHIBIT G NFLP Request for Postponement of Installment Payment
- EXHIBIT H NFLP Deferment Form
- EXHIBIT I Exit Interview – Questionnaire
- EXHIBIT J Forbearance Request Form

STUDENT ELIGIBILITY

Schools must ensure that students meet the eligibility criteria to receive NFLP loans. Schools must verify the accuracy of the student applicant's information to determine eligibility.

1) Citizenship Status

A student applicant must be a citizen or national of the United States, or a lawful permanent resident of the 50 States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of

Palau. A student who is in the United States on a student or visitor's visa is **not** eligible for a NFLP loan.

2) Enrollment Status

Students who receive a NFLP loan must be enrolled full-time or part-time in an eligible advanced education nursing degree program (Master's or Doctoral) that offers an education component(s) to prepare qualified nurse faculty. The school will define the minimum for "full-time" or "part-time" status for the program as recorded by the Registrar's office.

Students must be enrolled in a graduate (Masters or Doctoral) level program to be eligible for NFLP loan support.

Students must maintain enrollment for a minimum of two consecutive terms/semesters (either full-time or part-time) during an academic year while receiving the NFLP loan support.

1. **Enrollment Beyond 2 Semesters/Terms** – NFLP loan recipients may receive NFLP support for enrollment beyond 2 terms/semesters during the academic year.
2. **Enrollment/Support During Dissertation** – Students must have prior participation in the NFLP to receive support during the dissertation phase and must complete the specified education component(s) before graduation from the program of study.
3. **Enrollment During Last Year of Program** – NFLP loan recipients enrolled in the last year of the program are not required to enroll for 2 terms if the program requirements are met during one term/semester (i.e., the NFLP recipient may receive support in the Fall for one semester) to complete the degree.
4. **Enrollment Beyond Five Years of NFLP Support** – NFLP loan recipients enrolled beyond five years to complete and graduate from a master's or doctoral nursing degree program are eligible for extended NFLP enrollment status. After graduation from the program, loan recipients are eligible for partial loan cancellation upon full-time employment as nurse faculty at an accredited school of nursing.
5. **Post-Doctoral Program Enrollment** – NFLP loan recipients who graduate and participate in post-doctoral programs are eligible for extended NFLP enrollment status for a maximum period of 18 months following graduation from doctoral degree program. After completion of the post-doctoral program, loan recipients are eligible for loan cancellation upon full-time employment as nurse faculty at an accredited school of nursing.

Leave of Absence from Program

Temporary leave of absence from the nurse education program that is 1) approved by the school, and 2) in accordance with the institution's student enrollment and leave policy, is not considered to be a breach of the NFLP Promissory Note by the borrower.

The NFLP encourages the school to make a determination that there is a reasonable expectation that the student will return to the school.

The NFLP encourages the school to require students to provide a written, signed, and dated request that includes the reason for the request prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a leave of absence if the school documents its decision and collects the written request at a later date.

Active Military Duty

Temporary leave under the NFLP includes a period up to 3 years during which the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Corps). This does NOT include a borrower who either voluntarily joins a uniformed service or is employed by one of the uniformed services in a civilian capacity.

3) Academic Status

The student must be in good academic standing, as defined by the school, and capable, in the opinion of the school, of maintaining good academic standing in the course of study. Schools may choose to apply the satisfactory academic progress guidelines for programs under Title IV of the Higher Education Act. If an NFLP borrower ceases to be a student in good academic standing, the school must stop disbursement of the NFLP loan.

4) Default on Other Federal Loans

According to federal law, a student is ineligible to receive a NFLP loan if a judgment lien has been entered against him/her based on the default on a federal debt, 28 U.S.C. 3201(e).

NFLP SUPPORT TO STUDENTS

Students who receive a NFLP loan must be enrolled full-time or part-time in an eligible master's or doctoral nursing program at the time the NFLP loan is established.

Prior to making a loan, the school should determine whether the student will enroll for a minimum of two consecutive terms/semesters (i.e. Fall-Spring, Spring-Summer, Summer-Fall or Spring-Fall) during the academic year. Students are permitted to complete a second term/semester during the summer session, as allowed by the school to meet the 2-term requirement.

IMPORTANT NOTE: The NFLP loan recipient must complete the education component(s) required to prepare qualified nurse faculty prior to completing the program of study.

1) Full Support to Students

The school should offer full support or the amount requested by the student to cover the full or partial tuition/fees for the academic year, not to exceed \$35,500 during fiscal year 2013. Full support includes the cost of tuition, fees, books, laboratory expenses and other reasonable

education expenses. Schools should make loans to continuing NFLP students ahead of new NFLP students.

IMPORTANT NOTE: NFLP loans do **not** include stipend support (*i.e.*, living expenses, student transportation cost, room/board, personal expenses).

Before making NFLP loans, schools should (1) assess the borrower's level of commitment to complete the program and whether they plan to complete the 4-year period of employment in order to receive partial loan cancellation, and (2) determine whether the borrower will attend full-time and/or part-time during the academic year. Schools should monitor the borrower's enrollment during the academic year(s) of the program to ensure that the required "educator" coursework is completed prior to graduation from the program.

2) Maximum Amount of NFLP Loan(s) to Students

NFLP loans to a student may not exceed \$35,500 for an academic year during FY 2013 and FY 2014. Schools should inform a loan recipient that, subject to the availability of funds and the recipient maintaining good academic standing, the NFLP loan will be made annually for the period required to complete the course of study, not to exceed five (5) years.

The NFLP is not a need-based program. The Free Application for Federal Student Aid (FAFSA) and other financial records are not required to determine eligibility for the NFLP borrower. FAFSA data may be used to confirm U.S. citizenship and non-default status on federal loans.

The NFLP loan(s) made to a recipient is not transferable to another school. The student may transfer to another participating NFLP school and request NFLP loan support; however, the cumulative total should not exceed the maximum of \$35,500 per academic year, and not to exceed 5 years of support.

3) Multiple Program Support to Students

In addition to NFLP support, students may receive support from other federal programs, provided that the funds are not used to cover the same costs during the academic year. The student may already receive other federal support that does not cover all costs (tuition, fees and other expenses) for the academic period; in this case, the student may receive NFLP support to cover the remaining costs, excluding stipend support.

4) More Than One Service Requirement/Obligation (Employment as Nurse Faculty)

Schools should inquire when awarding an NFLP loan if the NFLP loan recipient has any other service obligation incurred under another federal program for educational support. NFLP loan recipients should understand that a service requirement/obligation incurred under another federal program for educational support must remain separate and distinct and cannot be combined. NFLP loan recipients who have more than one service requirement/obligation must meet the service requirements for any other program(s) in addition to NFLP.

MAKING NFLP LOANS TO STUDENTS

▪ Entrance Interview

The school must conduct and document an entrance interview for each academic year during which the student receives the NFLP loan. The school is not required to conduct an entrance interview each time a student receives a disbursement within a single academic year; however, many schools have found requiring a borrower to complete a new "borrower information" form at the time of each disbursement to be useful in the collections process.

▪ Documentation

Schools are responsible for maintaining NFLP records. Schools may be required to provide documentation to HRSA, if requested.

Schools are responsible for distributing NFLP applications to students. **EXHIBIT C** is the NFLP Loan Application that is completed during the entrance interview. The NFLP loan application must contain sufficient information for the school to determine if the student meets the eligibility criteria for the program and to assist the school in the loan collection process, if necessary, after the student leaves the school.

The school must document that the student is informed of the service obligation associated with the cancellation of the loan. See Collections under the Fiscal Management web site at http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html for entrance interview requirements. No matter what format or method the school uses to conduct an entrance interview, it must document that the borrower is aware of the rights and responsibilities associated with the NFLP loan.

The school may use a:

- Separate statement listing the borrower's rights and responsibilities (**EXHIBIT B**) which the borrower must sign and date to acknowledge that he or she has been provided the information; or
- Statement of the borrower's rights and responsibilities that is incorporated into a disclosure document.

The school must document truth-in-lending disclosure to the borrower (**See APPENDIX B**). As required by the new provisions in the Truth-in-Lending, Regulation Z, published August 14, 2009, schools are responsible for providing the appropriate required disclosures to borrowers. The responsibility for compliance with the regulation rests with the schools, and we recommend that schools consult with their legal counsel for specific guidance on its applicability. Schools must:

- disclose terms and conditions of the loan with the borrower;
- allow the borrower to accept the loan at any time within thirty days after receiving the approval disclosures;

- allow the borrower the right to cancel the loan without penalty for three business days after receiving the final disclosures; and
- obtain a signed “self-certification form” from the borrower before consummating the loan.

The school must document entrance interviews by maintaining the papers signed by the borrower in his/her file. Documentation consists of evidence that the borrower:

- is aware of his/her rights and responsibilities; and
- has provided information to aid in skip tracing, if needed.

The school has discretion in deciding which office (e.g., financial aid, fiscal, loan collection, Dean's) will be responsible for entrance interviews.

▪ Student Records

The school must maintain an individual file for each NFLP loan recipient and maintain these records for at least three years after the loan is retired. This file should contain clear evidence of how the school evaluated each application for financial assistance. Even if no funds were awarded, the school must retain evidence of rejection, cancellation, or declination for the same period of time.

The student file should contain documents relating to each academic year application so that each application cycle is complete and auditable. Student files must, at a minimum, include the types of documents that support this information, which include:

- approved student applications;
- loan notification letter (institutional copy);
- copy of signed Promissory Note(s);
- signed disclosure (*i.e.*, Statement of Borrower's Rights and Responsibilities, Exhibit B)
- signed disclosure (*i.e.*, Truth in Lending);
- records of enrollment status for each academic year of NFLP support
- records of payments and cancellation; and
- records of approved leave of absence, deferment, forbearance, or default.

HHS permits the school to maintain their records in a variety of formats at the option of the school. Record keeping formats include:

- electronic;
- microfiche/microfilm; or
- paper.

For information on maintenance of records, see Accounting under the Fiscal Management web site at http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html.

NFLP PROMISSORY NOTE

Each NFLP loan made to the student must be documented by a Promissory Note which describes the terms and conditions of the loan (**EXHIBIT A**). The borrower must sign the Promissory Note prior to disbursement of loan funds for the academic year. EXHIBIT A is a sample copy of the **open-end** Promissory Note for schools to maintain a “single” Note signed each time a student receives a loan advance. However, schools are permitted to use a **closed-end** Promissory Note to maintain a “separate” Note for a specific period each time a student receives a loan advance. The loan amounts advanced to the students for the combined academic period(s) of NFLP support should be combined for repayment of the total of loans made to a student. The school must give the borrower an updated copy of the Promissory Note. Schools may establish an “electronic” Promissory Note for the NFLP at their school. For information about the standards to be followed when using electronic promissory notes with electronic signatures, please reference the sample at <http://bhpr.hrsa.gov/scholarshipsloans/forms/mpromnsl.pdf>.

IMPORTANT NOTE: Modification of the terms specified in the Promissory Note requires prior approval by HRSA.

The Promissory Note is the legal document that binds the student to his/her repayment obligations. The school must ensure that the Promissory Note is complete, legible and signed. Any change in the statute that affects the terms of the Promissory Note requires that a new Promissory Note be signed for future loans. The Promissory Note is a major asset and the school must adequately safeguard it against fire, theft, and tampering. The particular method of insuring this protection is the school's responsibility.

1) Payments to Students

The school determines the number and the amount of loans disbursed to the student. However, NFLP loans may not exceed what the school determines is necessary for the student to pay for any academic year (e.g., semesters, terms, or quarters). The school may advance payments directly to the student or it may credit the disbursement to the student's tuition account. In either case, payments must be clearly documented.

The school must stop disbursement to the NFLP recipient if the borrower:

- withdraws from the institution;
- fails to meet the academic standards of the institution;
- requests to terminate NFLP participation; or
- received five years of NFLP loan support.

2) Loan Notification Letter to Students

After the school has determined individual NFLP loans, it must send a loan notification letter to each student. The letter should provide a space for the student to accept or reject the NFLP loan. Duplicate copies of the letter should be provided so that the student can retain one copy and return the original copy to the school.

TERMS AND CONDITIONS OF NFLP LOANS TO STUDENTS

1) Completion of Nursing Education Program

The NFLP recipient must agree to the terms and conditions of the NFLP loan as specified in the Promissory Note signed by the student. The student must enroll full-time or part-time for two consecutive terms/semesters during the academic year and complete the nursing education program that prepares students to become nurse faculty.

IMPORTANT NOTE: The education course/component(s) offered must be completed while receiving NFLP support and prior to graduating from the program. Schools must inform the student of the employment and repayment guidelines for NFLP borrowers.

2) Employment Status

Following graduation from the nursing education program, the NFLP borrower may receive partial loan cancellation when they establish employment as full-time nurse faculty at an accredited school of nursing, and provide documentation attesting to such employment.

“School of Nursing” is defined in the definition section of this funding opportunity announcement. “Full-time” nurse faculty employment is defined as a 40 hour work week (1.0 FTE equivalent) or a minimum of three courses taught per semester that is maintained over the 9-12 month academic year period. “Nurse Faculty” is defined as an academic faculty role appointment at the Instructor, Assistant, Associate or Professor level, on either tenure or non-tenure track. Under NFLP, an adjunct faculty role, part-time clinical instructor role or non-academic role does not qualify.

The NFLP borrower must submit certification of employment to the lending school within a reasonable timeframe as determined by the lending school, but no later than 9 months following graduation. A sample certification of employment form is provided as **EXHIBIT D**. At a minimum, the certification of employment must state the date the NFLP recipient began full-time employment as nurse faculty in accordance with the terms of the NFLP Promissory Note and must be signed and dated by the recipient. The recipient is responsible for submitting certification of employment to the lending school in order to determine the interest rate applicable to the unpaid loan balance.

- **Leave During Employment** – Paid or unpaid leave needs to be consistent with the institution's policy and is subject to supervisory approval.
- **Changing Employment** – A reasonable period of time to change from one place of employment to another does not constitute a break in employment.

3) Change of Name or Address

The borrower is required to inform the lending school of any change of name or address after ceasing to be a student at the school of nursing. The borrower must also inform the lending school of any change of name or address during the repayment period.

CANCELLATION PROVISION

The NFLP is a direct loan program with a cancellation provision for recipients of the loan. Section 846A(c)(3) of the Public Health Service Act authorizes the lending school to cancel up to 85 percent of the NFLP loan. The borrower must serve as full-time nurse faculty for a **consecutive four-year period** at an accredited school of nursing following graduation from the program to cancel the maximum amount of the loan.

The borrower may cancel:

- 20 percent of the principal and the interest on the amount of the unpaid loan balance upon completion of each of the first, second, and third year of full-time employment; and
- 25 percent of the principal of and the interest on the amount of the unpaid loan balance upon completion of the fourth year of full-time employment.

Example 1:

If the borrower is employed as full-time nurse faculty for 4 consecutive years following graduation from the program, the principal and interest on the unpaid balance of the loan will be cancelled at the end of each year; 20 percent for the first, second and third year and 25 percent for the fourth. The lending school must establish a repayment schedule for the borrower to begin repayment of remaining unpaid principal and interest.

Example 2:

If a borrower is employed full-time as nurse faculty for 2 consecutive years following graduation and ceases employment in the third year, 20 percent of the unpaid principal and interest will be cancelled at the end of the first and second year; however, the borrower may NOT request cancellation of unpaid principal and interest in the third year. The lending school must establish a repayment schedule and the borrower must begin repayment of the remaining unpaid principal and interest on the first day after the last date of employment at the prevailing market rate.

The Promissory Note, which specifies the terms and conditions of the NFLP loan, binds the student to his/her repayment obligation and states the provisions for loan cancellation.

The borrower is responsible for requesting cancellation. After the end of each complete year of employment, the borrower must submit a *NFLP Request for Partial Cancellation Form* (See below).

The borrower should understand that a service requirement/obligation under more than one federal program must remain separate and distinct and should not be combined. NFLP loan recipients who have more than one service requirement/obligation must meet the service requirements for any other program(s) in addition to NFLP.

NFLP REQUEST FOR POSTPONEMENT OF INSTALLMENT PAYMENTS FORM

When a borrower is employed full-time as a faculty at an accredited school of nursing and

requests partial cancellation of the loan at the end of each complete year of employment, the borrower may obtain a postponement of installment payments on the loan. The borrower may submit the ***Request for Postponement of Installment Payment Form (EXHIBIT G)*** for each period of cancellation. This form is intended to notify the lending school that repayment is not expected from borrower.

The form requires the borrower to:

- complete Part I;
- obtain certification by the employing school of nursing, Part II; and
- forward the original and one copy to the lending school.

The school must notify the borrower of the approval of the Request for Postponement of Installment Payment and retain the form in the borrower's file. The lending school must maintain current loan accounts for the borrower documenting any periods of postponement of payments.

The borrower must notify the lending school of termination of full-time employment as faculty prior to completion of a year within 30 days after the last day of such employment, and the lending school must then place the borrower back into repayment with installment payment(s) payable to the lending school according to the borrower's repayment schedule.

NFLP REQUEST FOR PARTIAL LOAN CANCELLATION FORM

Borrowers may request PARTIAL loan cancellation each year while employed as full-time nurse faculty at an accredited school of nursing over a consecutive 4-year period. To receive loan cancellation, the Borrower must submit the ***Request for Partial Cancellation of Loan Form (EXHIBIT E)*** to the lending school at the end of each complete year of full-time employment as faculty at a school of nursing.

This form requires the borrower to:

- complete Part I;
- obtain certification by the employing school of nursing to complete Part II; and
- forward the original and one copy to the lending school for cancellation of loan at the appropriate rate in lieu of payment.

The lending school will complete Part III indicating the amount of cancellation (and interest) and return a copy to the borrower as the receipt that it approved the loan cancellation. If the borrower takes a break from full-time employment as nurse faculty during the year, the borrower is not eligible for loan cancellation and must begin repayment of the NFLP loan, unless the borrower is approved and eligible for NFLP loan deferment or forbearance.

REPAYMENT PROVISION

1) Grace Period

The grace period for NFLP loan repayment is 9 months and begins immediately after the individual ceases to pursue a course of study at the school of nursing. While the NFLP loan bears interest on the unpaid balance at the rate of 3 percent per annum beginning 3 months after the borrower graduates from the program; neither interest nor principal is required to be paid during the 9-month grace period. During the grace period, the borrower may repay the loan but is not required to do so.

2) Repayment Period

The 10-year repayment period for an NFLP loan begins following a 9-month grace period after the borrower ceases to be enrolled as a student in the advanced nurse education program.

Following graduation from the program, NFLP borrowers who fail to establish employment as full-time nurse faculty at a school of nursing must begin repayment of the NFLP loan following the 9-month grace period at the prevailing market rate.

The unpaid loan balance is repayable in equal or graduated periodic installments over a 10-year repayment period. Installment payments must be made no less often than quarterly, in equal or graduated installments, in accordance with the terms of the schedule provided by the lending school and agreed to by the borrower. Refer to Collections under the Fiscal Management web site at http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html as a resource for establishing repayment schedules.

3) Repayment Schedule

If the borrower ceases to pursue the advanced education nursing program, the NFLP loan is repayable in equal or graduated periodic installments over a 10-year period that begins 9 months after the individual ceases to pursue a course of study at the school of nursing.

If the borrower graduates and is not employed full-time as nurse faculty at a school of nursing, the NFLP loan is repayable in equal or graduated periodic installments over a 10-year period that begins following the 9-month grace period.

If the borrower's NFLP loan has been cancelled for the maximum portion (up to 85 percent) of the principal amount of the loan and interest, the remaining amount (15 percent or more depending upon years of employment) of the unpaid loan balance is repayable in equal or graduated periodic installments over the remaining six years of the repayment period.

Refer to Collections under the Fiscal Management web site as a resource for institutional responsibility in establishing repayment schedules.

4) Combining NFLP Loans

When a borrower has more than one NFLP loan outstanding, the sum of the amounts loaned should be combined for repayment purposes (*i.e.*, multiple loans disbursed to a recipient during the academic year or years of support).

NFLP loan disbursements from more than one NFLP school cannot be combined for repayment purposes.

5) Prepayment

The borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest at any time. If an accelerated payment is made, that prepayment must first be applied to any accrued interest and then to the principal balance.

INTEREST

The NFLP loan bears interest on the unpaid balance at the rate of 3 percent per annum beginning 3 months after the borrower graduates from the program. Borrowers employed as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four-year period and the remaining six years of the repayment period.

If the lending school determines that the borrower will either fail to complete the course of study or fail to establish full-time employment as faculty following graduation from the program, the loan will bear interest on the unpaid balance at the prevailing market rate.

The prevailing market rate is determined by the Treasury Department and is published quarterly in the Federal Register. The rates are fixed. Refer to the HHS Office of Finance web site at <http://dhhs.gov/asfr/of/finpollibrary/chronorates.html> for information on the "consumer interest" rates.

Important Note: The borrower is responsible for submitting verification of employment to the lending school in order to determine the interest rate applicable to the unpaid loan balance.

DISABILITY AND DEATH

Schools must immediately notify the Program Office at HRSA of any NFLP loan cancellation due the disability or death of the borrower.

1) Cancellation Due to Permanent and Total Disability

A borrower may be entitled to cancellation of any remaining payment of the NFLP loan in the event of permanent and total disability. Permanent and total disability is defined as unable to engage in gainful employment of any kind because of a medically determined impairment that is expected to continue for a long and indefinite period of time or to result in death. The Secretary of HHS or a designee will make this determination based on medical certification submitted by the borrower supporting the borrower's disability and will cancel the NFLP loan upon approval.

To claim cancellation for disability, a borrower must submit a formal request to the lending school that awarded the loan along with the following documentation:

- date entered and date graduated or date studies terminated;
- total amount of loans obtained;
- amount of unpaid balance;

- nature and date of onset of the disability;
- employment history prior to disability;
- statement of financial support; and
- current medical examination and/or treatment.

The medical report must be sufficiently detailed to provide for a comprehensive review to determine the nature, duration, and extent of the impairment and prognosis. Supporting documentation must include history of illness, medical examination(s), inpatient and outpatient treatments, current medications, and copies of all pertinent past medical records and a prognosis and rehabilitation plan. A signed and dated statement must accompany the medical documentation from the borrower's physician documenting permanent and total disability according to the definition above. The lending school must obtain from the borrower consent for release of information allowing the release of any required information on the disability to HHS. The school will be formally notified of the Secretary's decision and must retain the written notification of the decision on file for audit and other review purposes. The school must report the amount of the loan cancelled on its Annual Operating Report.

IMPORTANT NOTE: The school does not have the authority to cancel loans based on permanent and total disability. This authority remains with HHS.

A disability checklist is provided as **EXHIBIT F** for the school in obtaining the required documentation to submit claims for permanent and total disability. The school must report the amount of the loan cancelled on its Annual Operating Report. The Secretary of HHS or a designee will cancel the unpaid balance of the NFLP loan and accrued interest of a loan upon submission to the school of required documentation of permanent and total disability of the borrower. The school will be formally notified of the Secretary's decision and must retain the written notification of the decision on file for audit and other review purposes.

2) Cancellation Due to Death

The school retains the documentation in the borrower's file for audit purposes. The school must report the amount of the loan cancelled on its Annual Operating Report. The Secretary of HHS or a designee will cancel the unpaid balance of the NFLP loan and accrued interest of a loan upon submission to the school of a death certificate or other official proof of death of the borrower. The school will be formally notified of the Secretary's decision and must retain the written notification of the decision on file for audit and other review purposes.

DEFERMENT OF LOAN REPAYMENT

Deferment options under the NFLP are limited. NFLP borrowers are eligible for deferment for up to 3 years –

- when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity;

- when the borrower has graduated and been employed, then decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty; or
- when the borrower graduates and participates in post-doctoral program.

The school may not put a borrower into deferment status unless the borrower submits a deferment request form (**EXHIBIT H**). Deferments are not automatic. Borrowers must file deferment forms for each period of deferment and request deferments at least 30 days before the beginning of:

- the activity that makes the borrower eligible for deferment; or
- the repayment period (i.e., the due date of the first payment) if the borrower is beginning the activity during the grace period.

During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

Deferment periods are excluded from the 10-year repayment period. For example, a borrower who has used three years of deferments still has a total of 10 years-- not 7 years to repay the NFLP loan.

The borrower is responsible for informing the lending school of the end of the deferment period, and the school is responsible for placing the borrower back in repayment status following the end of the deferment.

FORBEARANCE

A lending school may, based on its discretion, place a borrower's NFLP loan in forbearance when extraordinary circumstances such as poor health or hardships temporarily affect the borrower's ability to make scheduled loan repayments. Forbearance is limited to situations in which the borrower clearly intends to repay the NFLP loan obligation but is temporarily unable to comply with the existing repayment schedule. See Collections under the Fiscal Management web site at http://bhpr.hrsa.gov/dsa/sfag/Financial_Management/financial_management.html for additional information. During periods of forbearance, the borrower's obligation to make payments on interest and principal may be either reduced or eliminated. Interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period.

During the period of forbearance, the borrower may repay the interest if they wish but is not required to do so.

A borrower must request forbearance by submitting a completed Request for Forbearance form (**EXHIBIT J**) to the school. The school must notify the borrower in writing of its approval or denial of the forbearance request and document that decision in the borrower's file.

Forbearance periods may be up to 6 months each. A school may grant a borrower no more than

2 forbearance periods without seeking the prior approval of HHS. Periods of forbearance are not excluded from the borrower's 10-year repayment period.

INSTITUTIONAL RESPONSIBILITY IN REPAYMENT PROCESS

See Collection under the Fiscal Management web site (link above) for information on accounting requirements, debt collection requirements (e.g., due diligence), cash management requirements, program monitoring and audits.

1) Exit Interview

The school must conduct and document an exit interview with its borrowers (individually or in groups). The school has the discretion in deciding which office (e.g., financial aid or dean's) will be responsible for the exit interview, and for determining the specific format of the exit interview as long it obtains the following documentation:

- Evidence that the borrower was reminded of his or her rights and responsibilities concerning the terms and conditions of the loan; and
- the borrower's current address, telephone number, and other information needed for loan collection. **(See EXHIBIT I)**

If a borrower fails to appear for an exit interview the school must attempt to conduct the exit interview by mailing the exit interview information to the borrower and requesting that a copy of the repayment terms and the rights and responsibilities form or statement be signed and dated, the personal information form be completed and dated, and these items be returned to the school. If the borrower returns the information as requested, this will serve as documentation that the exit interview was conducted. See Collections under the Fiscal Management web site for more information on exit interviews.

DEFINITIONS

“Accredited” means A program accredited by a recognized agency, or by a state agency, approved for such purpose by the Secretary of Education and when applied to a hospital, school, college, or university (or a unit thereof) means a hospital, school, college, or university (or a unit thereof) which is accredited by a recognized agency approved for such purpose by the Secretary of Education. The Secretary of Education publishes a list of recognized accrediting bodies, and of state agencies, which the Secretary of Education determines to be a reliable authority as to the quality of education offered at <http://www.ed.gov/offices/OPE/accreditation/natl agencies.html>.

Applicants to Division of Nursing programs that are just beginning the accreditation process who want to establish eligibility based on the provisions above should refer to Section III of this Guidance for information on securing the required determination from the Secretary of Education. An official letter from the United States Department of Education providing “reasonable assurance” of accreditation must be submitted with the grant application.

There are two forms of accreditation: (1) professional or specialized accreditation and (2) institutional accreditation. Professional or specialized accreditation is focused on programs of study in professional or occupational fields. Institutional accreditation is focused on the quality and integrity of the total institution, assessing the achievement of the institution in meeting its own stated mission, goals, and expected outcomes. Professional accrediting agencies assess the extent to which programs achieve their stated mission, goals, and expected outcomes. Professional accrediting agencies also consider the program's mission, goals, and expected outcomes in determining the quality of the program and the educational preparation of members of the profession or occupation.

“Advanced Education Nursing Program” means a program of study in a collegiate school of nursing or other eligible entity which leads to a master's and/or doctoral degree and which prepares nurses to serve as nurse practitioners, clinical nurse specialists, nurse-midwives, nurse anesthetists, nurse educators, nurse administrators, or public health nurses, or in other nurse specialties determined by the Secretary to require advanced education.

“Approvals” means that a specific body, committee, Board, or Commission at the faculty, department, school, university, or state levels has formally voted in agreement for the initiation of or a substantive change in the program. This must be documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, letter from State Board of Nursing. Each university/college has a unique process for gaining approval to start new programs, especially new Master's and doctoral programs. Examples of steps in the approval process are the following: nursing faculty curriculum committee, Faculty Senate, Board of Regents of the University, State Finance Board for Higher Education, State Board of Nursing. Applicants must list the entities whose agreement is necessary to initiate the program and enroll students in the program of study.

“Certification” means a process by which an agency or organization validates, based upon predetermined standards, an individual nurse's qualifications and knowledge for practice in a defined functional or clinical area of nursing.

“Clinical Nursing Specialty” means a specific area of advanced clinical nursing theory and practice addressed through formal instruction to prepare advanced education nurses. Clinical nursing specialties prepare the nurse to provide direct patient/client nursing care to individuals or to population groups. A nurse completing a course of study in a clinical nursing specialty is expected to be eligible for a national certification(s) or state certification(s), when available, following graduation or required experience.

“Clinical Nursing Specialty Program” means a formal graduate level education program that provides expertise within a specialty area of nursing practice. In addition to the delivery of direct patient/client care, the role may include consultative, educational, research and/or administrative components. A graduate degree is the minimum requirement for clinical nurse specialty programs.

“Collegiate School of Nursing” means a department, division, or other administrative unit in a college or university which provides primarily or exclusively a program of education in

professional nursing and related subjects leading to the degree of bachelor of arts, bachelor of science, bachelor of nursing, or to an equivalent degree, or to a graduate degree in nursing, or to an equivalent degree, and including advanced training related to such program of education provided by such school, but only if such program, or such unit, college or university is accredited, as defined in section 801(3) of the PHS Act.

“Continuing Students” are NFLP loan recipients enrolled the previous academic year and are continuing enrollment in the education program offered by the institution.

“Culturally and Linguistically Appropriate Services” means health care services that are respectful of and responsive to cultural and linguistic needs.

“Cultural Competence” means a set of academic and interpersonal skills that allow an individual to increase their understanding and appreciation of cultural differences and similarities within, among and between groups. This requires a willingness and ability to draw on community-based values, traditions, and customs and to work with knowledgeable persons of and from the community in developing targeted interventions, communications, and other supports.

“Culturally Competent Program” means a program that demonstrates sensitivity to and an understanding of cultural differences in program design, implementation and evaluation.

“Cultural Diversity” means differences in race, ethnicity, language, nationality, or religion among various groups within a community, an organization, or a nation.

“Doctoral Program in Nursing” means a program of instruction beyond the baccalaureate and master’s degrees in nursing (e.g. PhD, DNS, DSN, DNSc, and DNP). Doctoral programs in nursing fall into two principal types: research focus and practice focus.

“Education Component” consists of education courses, preceptor and/or supervised teaching practical identified within the curriculum to prepare students to become nurse faculty.

“Electronic Distance Learning Methodologies” means electronic media are used to deliver education content when the learner and teacher are separated by distance. An electronic medium may be a computer, World Wide Web technologies, teleconferencing, television, or CD ROM/DVD.

“Full-Time Student” means a student who is enrolled on a full-time basis as defined by the Registrar’s office at the institution.

“Graduate” means an individual who has successfully completed all institutional requirements necessary to be granted a degree.

“Medically Underserved Areas/Populations” means areas or populations designated by HRSA as having: too few primary care providers, high infant mortality, high poverty and/or high elderly population. Health Professional Shortage Areas (HPSAs) are designated by HRSA as having

shortages of primary medical care, dental or mental health providers and may be geographic (a county or service area), demographic (low income population) or institutional (comprehensive health center, federally qualified health center or other public facility). Medically Underserved Areas (MUAs) may be a whole county or a group of contiguous counties, a group of county or civil divisions or a group of urban census tracts in which residents have a shortage of personal health services. Medically Underserved Populations (MUPs) may include groups of persons who face economic, cultural or linguistic barriers to health care.

“Minority” means an individual whose race or ethnicity is classified as American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander.

ETHNICITY:

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

RACE:

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North, Central, or South America, and who maintains tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

“National of the United States” means an individual who owes his sole allegiance to the United States, including all U.S. citizens, and including some individuals who are not U.S. citizens. These individuals would include citizens of certain U.S. possessions such as the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Marian Islands, Guam, American Samoa, the Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

“New Students” are students who have never received NFLP support.

“Nurse Administrator” means a registered nurse who has successfully completed a master’s and/or doctoral degree program of study designed to prepare nurses for leadership positions in administration in a variety of health care systems.

“Nurse Anesthetist” means a registered nurse who has successfully completed a nurse anesthetist education program.

“Nurse Educator” means a registered nurse who is prepared through master’s and/or doctoral education in nursing to transfer knowledge about the science and art of nursing from the expert to the novice in a variety of academic, clinical and lay educational settings with attention to lifelong learning needs of professional nursing students and advanced practice nurses and students.

“Nurse-Midwife” means a registered nurse educated in the two disciplines of nursing and midwifery that successfully complete a nurse-midwifery education program accredited by the Division of Accreditation of the American College of Nurse-Midwives (ACNM). Following ACNM Certification Council (ACC) certification, the nurse-midwife has ability to provide independent management of primary health care for women in the context of family-centered care focusing particularly on pregnancy, childbirth, the postpartum period, care of the newborn, and the family planning and gynecological needs of women within a health care system that provides for consultation, collaborative management or referral as indicated by the health status of the client. This ability includes the: assessment of the health status of women and infants, through health and medical history taking, physical examination, ordering, performing, supervising and interpreting diagnostic tests and making diagnoses; institution and provision of continuity of primary health care to women and referral to other health care providers as appropriate; prescription of pharmacological and non-pharmacological therapeutics, consistent with current standards of care; provision of instruction and counseling to individuals, families, and groups in the areas of promotion and maintenance of health and disease prevention by actively involving these individuals in the decision making and planning for their own health care; and collaboration with other health care providers and agencies to provide and coordinate services to individual women, children, and families.

“Nurse Practitioner” means a registered nurse who has successfully completed a Nurse Practitioner Program, as defined below, who can deliver primary and acute care services in a variety of settings, such as homes, ambulatory care facilities, long-term care facilities, and acute care facilities, using independent and interdependent decision making with direct accountability for clinical judgment. The health care services to be provided include: assessment of the health status of individuals and families through health and medical history taking, physical examination, ordering, performing, supervising, and interpreting diagnostic tests and making diagnoses; management of acute episodic and chronic illnesses; institution and provision of continuity of primary health care to individuals and families and referral to other health care providers when appropriate; prescription of treatments including pharmacological and non-pharmacological therapeutics, consistent with current standards of care; provision of instruction and counseling to individuals, families, and groups in the areas of promotion and maintenance of health and disease prevention, by actively involving these individuals in the decision making and planning for their own health care; and collaboration with other health care providers and agencies to provide, and where appropriate, coordinate services to individuals and families.

“Nurse Practitioner or Nurse-Midwifery Program” means an educational program of study, as defined by the institution, (although students may be progressing through the program on a

full-time or part-time basis), which meets the Guidelines prescribed herein. The program's objective is the education of nurses who will, upon completion of their studies in the program, be qualified to effectively provide primary care in a variety of settings, including in homes, ambulatory care facilities, long-term care facilities, acute care, and other health care settings.

“Part-time Student” means an individual enrolled in an advanced education nursing program, carrying less than the full-time credit load in a term, as defined by the institution.

“Preceptorship” means a clinical learning experience in which the student is assigned to a faculty member or with oversight by program faculty to a designated preceptor who is a nurse practitioner or nurse-midwife or other health professional for specific aspects of the clinical learning experience. The preceptorship provides the student with practice experiences conducive to meeting the defined goals and objectives of the particular clinical course. The preceptor is responsible for the daily teaching and assignment of individuals to be cared for, supervision, and participation in the evaluation of the nurse practitioner or nurse-midwifery student. The preceptor teaches, supervises, and evaluates the student and provides the student with an environment that permits observation, active participation, and management of primary health care. Before and during this preceptorship, the program faculty visit and assess the clinical learning sites and prepare the clinical faculty/preceptors for teaching their students.

“Program” means a program of study that consists of a combination of identified courses and other educational or training experiences at a specified academic level, the sum of which provides the required competence(s) to practice.

“Public Health Nurse” in the advanced education nursing program means a registered nurse who has successfully completed a master’s and/or doctoral degree program of study designed to prepare nurses for the practice of promoting and protecting the health of populations using knowledge from nursing, social, and public health sciences.

“Registered Nurse” means a person who has graduated from a school of nursing and is licensed to practice as a registered or professional nurse in a State.

“Rural Area” means an area other than a Metropolitan Statistical Area (MSA) as designated by the Office of Management and Budget (OMB) based on current census data. Census tracts in certain metropolitan areas may also be eligible if they are located at a significant distance from the major city in the Standard Metropolitan Area (SMA).

“School of Nursing” means a accredited collegiate, associate degree, or diploma school of nursing in a state where graduates are (A) authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX–RN); or (B) licensed registered nurses who will receive a graduate or equivalent degree or training to become an advanced education nurse as defined by section 811(b) of the PHS Act.

RELEASE OF INFORMATION

- A. General Public Information:** HHS makes a report available routinely to interested persons listing programs who received awards. Information made available includes the title of the project, school of nursing, project director, and the amount of the award.

The Freedom of Information Act (5 USC 552) and the associated Freedom of Information Regulations of HHS (45 CFR Part 5) require the release of certain information about programs upon request. Release does not depend upon the intended use of the information.

Generally available for release upon request are all funded applications; annual operating report of program; and final reports of any review or evaluation of program performance conducted or caused to be conducted by the Department. Release is subject to deletion of material that would affect patent or other valuable rights.

- B. The Privacy Act:** The Privacy Act of 1974 (5 USC 552a) and the associated Privacy Act Regulations (45 CFR part 5b) give individuals the right of access, upon request, to information in the records which directly concerns them. The Act provides a mechanism for correction or amendment of such information. It also provides for the protection of information pertaining to an individual, but it does not prevent disclosure if release of such information is required under the Freedom of Information Act. If a Privacy Act system of records applies, the name and number of the system will be identified.

If applicable, the Privacy Act requires that a federal agency requesting information from an individual advise the individual of the agency's authority to make the request; whether compliance with the request is voluntary or mandatory; how and why the information will be used both inside and outside the agency; and what the consequences are for the individual for failing to provide all or any part of the requested information.

HHS requests the information described in these instructions under authority of the PHS Act as amended (42 USC 289a-1). Although provision of the information requested is entirely voluntary, it is necessary for making award decisions. A lack of sufficient information may hinder HHS's ability to review applications. HHS will use this information and may disclose it outside the Department, as permitted by the Privacy Act under the applicable system of records.

- C. Government Use of Information:** In addition to being used in evaluating applications, other routine uses of information include disclosure to: the public as required by the Freedom of Information Act; the Congress; the National Archives and Records Service; the Bureau of the Census; law enforcement agencies upon their request; the General Accounting Office; and courts by order. It may also be disclosed outside of the Department if necessary to:

- (1) a cognizant audit agency for auditing;
- (2) the Department of Justice as required for litigation;

- (3) respond to an inquiry from a Congressional office about the record of an individual made at the request of that individual;
- (4) qualified experts not within the definition of Department employees as prescribed in Department regulations (45 CFR Part 5b.2, Purpose and Scope) for opinion as a part of the application review process;
- (5) a federal agency, in response to its request, in connection with the letting of a contract, or the issuance of a license, award or other benefit by the requesting agency, to the extent that the record is relevant and necessary to the requesting agency's decision on the matter;
- (6) individuals and organizations deemed qualified by the HHS to carry out specific research related to the review and award process of the HHS;
- (7) organizations in the private sector with whom HHS has contracted for the purpose of collating, analyzing, aggregating, or otherwise refining records in a system. Relevant records will be disclosed to such a contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records; and
- (8) the applicant organization in connection with performance or administration under the terms and conditions of the award.

IX. Tips for Writing a Strong Application

HRSA has designed a technical assistance webpage to assist applicants in preparing applications. Resources include help with system registration, finding and applying for funding opportunities, writing strong applications, understanding the review process, and many other topics which applicants will find relevant. The website can be accessed online at: <http://www.hrsa.gov/grants/apply/index.html>.

In addition, a concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at: <http://www.hhs.gov/asrt/og/grantinformation/apptips.html>.

APPENDIX A

Fiscal Year 2013
AGREEMENT WITH
U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration
Bureau of Health Professions
TO PARTICIPATE IN THE NURSE FACULTY LOAN PROGRAM (NFLP)

The Nurse Faculty Loan Program (“NFLP”), Section 846A of the Public Health Service Act (“the Act”), authorizes the Secretary of the Department of Health and Human Services (“HHS”) to enter into an agreement with a school of nursing to establish and operate a student loan fund to increase the number of qualified nursing faculty.

TERMS OF AGREEMENT

I. Obligations of HHS - Subject to the availability of funds, HHS agrees to:

- A. Make an award to the school in the form of a Federal Capital Contribution (FCC); and**
- B. Pay to the school an amount equal to the school’s proportionate share of the principal and interest that is cancelled on any NFLP loan.**

II. Obligations of the School

In consideration of the receipt of an NFLP award, the school agrees to perform and comply with the below-listed obligations, as well as all applicable federal statutes, regulations, and policies.

A. The Fund

1. The school will establish an NFLP fund (“the Fund”) to be used only for making NFLP loans to eligible students and for the costs associated with collection of these loans.
2. The school will deposit into the Fund:
 - The FCC,
 - An Institutional Capital Contribution (ICC) equal to not less than one-ninth of the FCC,
 - Collections of principal and interest on NFLP loans made from the Fund, and
 - All other earnings of the Fund.
3. NFLP schools are permitted to retain unused NFLP loan funds in the revolving institutional NFLP fund account without fiscal year restriction.
4. NFLP schools must have a default rate (as calculated under paragraph (a) of this section) of not more than 5 percent. The default rate for each school shall be the ratio (stated as a percentage) that the defaulted principal amount outstanding of the school bears to the matured loans of the school.

B. Eligible Borrowers

The school must determine that an NFLP loan applicant is eligible before making the loan. To be eligible to receive an NFLP loan, a borrower must:

1. Be a U.S. citizen or national of the U.S. or a lawful permanent resident of the U.S. and its territories;
2. Be enrolled as a student in good standing in an advanced nurse education program at the school;
3. Maintain “good academic standing” according to the school while enrolled in the advanced nurse education program; and
4. Have no judgment liens entered against him/her based on the default on a federal debt, 28 U.S.C. 3201(e).

C. Making the NFLP Loan

1. The school will make NFLP loans to eligible students for the cost of tuition, fees, books, lab expenses, and other reasonable education expenses. The school should offer full support or the amount requested by the student to cover the full or partial tuition/fees on a first-come-first-serve basis for an academic year until funds are expended. An NFLP loan may not exceed \$35,500 per student for fiscal years 2010 and 2011 (such amounts shall be adjusted to provide for cost of attendance, increase for the yearly loan rate, and the aggregate loan), not to exceed 5 years of support to a student. The school must develop student budgets that treat students within groups consistently, but are sensitive to individual circumstances.
2. The school must send a loan award notification letter to each student. The award letter must require the student’s signature to indicate acceptance or rejection of the NFLP loan and the return of this document to the school. The school must provide the student with a copy of this document.
3. The school must execute an NFLP Promissory Note when making an NFLP loan. (EXHIBIT A) Modification of the Promissory Note requires prior approval of HHS. The borrower must sign the Promissory Note prior to disbursement of loan funds. It is not necessary to have a separate Promissory Note signed each time a student receives an advance of funds. The school must give the borrower a copy of each note. Any NFLP statutory

amendment affecting the terms of the NFLP loan requires an amended Promissory Note for future loans and, in some circumstances, an amendment to previously executed Promissory Notes.

4. The school must disburse the NFLP loan in payments not to exceed the amounts needed by the borrower for the relevant period of time.

5. The borrower must complete the specified education component(s) for the advanced nursing degree program prior to graduating from the program.

D. Interest

1. The NFLP loan will bear interest on the unpaid balance of the loan at: **(a)** the rate of 3 percent per annum beginning 3 months after the Borrower graduates from the program, or **(b)** bear interest on the unpaid balance of the loan at the prevailing market rate if the borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four-year period and the remaining six years of the “repayment period”. If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.

E. Cancellation

The NFLP is a loan cancellation program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent cancellation, the Borrower must agree to serve as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period following graduation from the program. Following graduation, the Borrower must submit certification of employment within a reasonable timeframe to be determined by the school. NFLP borrowers are limited to a 12-month timeframe to establish employment as full time nurse faculty at an accredited school of nursing following graduation from the program. If employment verification is not submitted within the 12-month period, the borrower will **NOT** be eligible for the loan cancellation provision. The school will cancel an amount up to 85 percent of the principal and interest of an NFLP loan as follows:

1. Upon completion by the borrower of each of the first, second and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

2. Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, the School will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

F. Repayment

1. The NFLP loan is repayable over a 10-year period beginning 9 months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

- Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
- Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.

2. Deferment: NFLP borrowers are eligible for deferment for up to 3 years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower that graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

3. Death and Disability: In the event of the Borrower's total and permanent disability or death, the school will cancel any remaining payments on the Note.

4. Forbearance: The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower's ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

G. Loan Servicing and Collection

1. The school must conduct and document an entrance interview for each academic year during which the student receives a NFLP loan. This documentation must include:

- A statement of the borrower's rights and responsibilities regarding the NFLP loan, including the service obligation and cancellation (EXHIBIT B). The borrower must sign and acknowledge this statement to indicate receipt and understanding of this information.
- Personal information provided by the borrower to assist in loan cancellation and collection, if needed.

2. The school must provide the borrower with a repayment schedule.

3. **Exit Interview:** The Borrower agrees to attend an exit interview prior to completing or terminating student status at the school.
4. **Credit Bureaus:** The school may disclose any delinquency or default on the Borrower's loan to credit bureaus
5. **Collection Agents, Litigation, and Withholding of Services:** If the Borrower fails to make a scheduled repayment, or fails to comply with any other term of the Note, the school may:
 - a. refer the Borrower's loan to a collection agent; b) initiate legal proceedings against the Borrower; c) withhold school services from the Borrower, such as transcripts and letters of recommendation; d) refer the Borrower's loan to the Secretary for collection assistance, including offset of federal salaries; and e) pursue judicial remedies.
6. **General:** The Borrower will promptly inform the school of any change in name or address
7. **Disclosure:** The school will provide to the Borrower a disclosure statement regarding the financial charges on the NFLP loans (i.e., Statement of Borrower's Rights and Responsibilities, Truth-in-Lending). Schools that do not require signature of disclosure statements are urged to consult with institutional legal counsel to determine what is appropriate to the school's particular situation.

H. Default by the Borrower

If an NFLP borrower defaults on the loan, the school must immediately stop the disbursement of the NFLP loan and begin collection on the loan. Default means:

- Failure to complete the advanced nurse education program.
- Loss of the status as a student in good standing, as used by the School for the advanced nurse training program.
- Failure to become or maintain employment as a full-time faculty member at an accredited school of nursing. "Full-time" has the meaning used by the employing school of nursing for its faculty. Failure to provide certification of employment will evidence default. or
- Failure to make payments as required by the NFLP borrower's Promissory Note and repayment agreement.

I. Records

1. The school must document the approval or disapproval of each NFLP loan application.
2. The school must establish and maintain an individual file for each NFLP loan recipient, including:
 - The NFLP loan application;
 - The school's copy of the loan notification letter;
 - The original signed Promissory Note(s);
 - The signed disclosure (i.e., Statement of Borrower's Rights and Responsibilities; Truth in Lending);
 - All servicing and collection records, including payments, cancellation, deferment, forbearance, or default.
3. The school must retain all records relating to an NFLP loan for a minimum of **3 years** after the loan is retired.

J. Federal Non-Discrimination, Assurances, Certifications and Other Requirements

The official of the applicant school accepts, as federal funds are allocated and paid as a result of this application, the obligation to comply with the applicable federal Non-discrimination, Assurances, Certifications and Other Requirements hereof:

ASSURANCES

Other Discrimination: Attention is called to the requirements of Sec. 401 of the Health Programs Extension Act of 1973, Public Law 93-45, as amended (42 USC 300a-7), which provides that no entity which receives any award, contract, loan, loan guarantee, or interest subsidy under the PHS Act may deny admission or otherwise discriminate against any applicant (including applicants for internships and residencies) for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist, or in any way participate in the performance of abortions or sterilizations contrary to, or consistent with, the applicant's religious beliefs or moral convictions.

CERTIFICATIONS AND OTHER REQUIREMENTS

Misconduct in Science: Each school which applies for or receives assistance under a research, research-training, or research-related program or cooperative agreement under the PHS Act must submit an annual assurance (Form PHS 6349) certifying that the school has established administrative policies as required by 42 CFR Part 93, and that it will comply with those policies and the requirements. As of January 1, 1990, Notice of Awards for programs and cooperative agreements involving research may be issued only to schools that have filed with the Office of Research Integrity (ORI), acceptable assurances for dealing with and reporting possible misconduct in science. The respective Offices will determine the status of a school by contacting ORI.

Statement of Non-Delinquency on Federal Debt: The question applies only to the person or school requesting financial assistance, and does not apply to the person who signs an application form as the authorized representative of a school or on behalf of another person who actually receives the funds.

Examples of federal debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. For purposes of this statement, the following definitions apply:

- For direct loans, a debt more than 31 days past due on a scheduled payment.
- For agents, recipients of a "Notice of Grants Cost Disallowance" who have not repaid the disallowed amount or who have not resolved the disallowance. For guaranteed and insured loans, recipients of a loan guaranteed by the

Federal Government that the Federal Government has repurchased from a lender because the borrower breached the loan agreement and is in default

Drug-Free Schools and Campuses: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Sec. 22, which added Sec. 1213 to the Higher Education Act, require that any public or private school of higher education (including independent hospitals conducting training programs for health care personnel), state educational agency, or local educational agency receiving federal financial assistance must certify to the Secretary of Education, as a condition for funding, that it has adopted and implemented a drug prevention program as described in regulations at 34 CFR Part 86, (55 FR 33581), August 16, 1990, as amended at 61 FR 66225, December 17, 1996. The provisions of the regulations also apply to sub-awardees that received federal funds from any federal program regardless of whether or not the primary program is an institution of higher education, state educational agency, or local educational agency.

Bloodborne Diseases: Section 308 of Title III of Public Law 102-408, the Health Professions Education Extension Amendments of 1992, requires that with respect to awards of programs or contracts under Title VII or VIII of the PHS Act, the Secretary of DHHS may make such an award for the provision of traineeships only if the applicant for the award provides assurances satisfactory to the Secretary that all trainees will, as appropriate, receive instruction in the utilization of universal precautions and infection control procedures for the prevention of the transmission of bloodborne diseases.

APPENDIX B

Truth-In-Lending Act, Regulation Z

On August 14, 2009, the Federal Reserve published a final rule amending Regulation Z (12 C.F.R. Part 226), which implements the Truth in Lending Act (TILA), following the passage of the Higher Education Opportunity Act (HEOA). Title X of the HEOA amended TILA by adding, in addition to other requirements, disclosure and timing requirements that apply to creditors making private education loans, which are defined as loans made for postsecondary educational expenses. Compliance with the final rule is mandatory beginning February 14, 2010. This letter is to make schools aware of the new rule. Although HHS may be able to provide general information about this regulation, the responsibility for compliance with the regulation rests with the schools, and we recommend that schools consult with their legal counsel for specific guidance on its applicability. NOTE: TILA disclosure requirements also apply to ARRA-NFLP funds.

The Federal Reserve's August 14, 2009 final rule applies to schools that meet Regulation Z's definition of "creditor" and extend "private education loans" to their students. Loans made, insured, or guaranteed by the federal government under Title IV of the Higher Education Act of 1965 are specifically exempt from the TILA and the definition of "private education loan." However, loans made under Titles VII and VIII of the Public Health Service (PHS) Act are not exempt from the TILA or the definition of "private education loan." See 15 U.S.C. § 1650(a) (7) and 12 C.F.R. § 226.46(b) (5).

Accordingly, whether the new TILA requirements for creditors making private education loans apply to schools that make loans under Title VII and VIII of the PHS Act depends on whether a school meets the definition of "creditor" provided by Regulation Z. A "creditor" is defined under Regulation Z as "a person (A) who regularly extends consumer credit that is subject to a finance charge or is payable by written agreement in more than 4 installments (not including a down payment), and (B) to whom the obligation is initially payable, either on the face of the note or contract, or by agreement when there is no note or contract." A person "regularly extends consumer credit" if it extended credit more than 25 times (or more than 5 times for transactions secured by a dwelling) in the preceding calendar year. 12 C.F.R. § 226.2(a) (17) (I).

Among other requirements, the amendments to TILA, as implemented by Regulation Z, require that creditors making private education loans:

- Provide a number of new disclosures to borrowers, which must be given at several different times in the loan origination process;
- Permit the borrower the right to accept the loan at any time within thirty days after receiving the approval disclosures;
- Allow the borrower the right to cancel the loan without penalty for three business days after receiving the final disclosures; and
- Obtain a signed "self-certification form" from the borrower before consummating the loan.

More detailed information about the new requirements can be found in the final rule available at <http://www.federalreserve.gov>, Federal Reserve System 12 CFR Part 226, Regulation Z: Docket No.R-1353.

Master promissory notes currently used for Title VII and VIII loans will not need revisions; however, truth-in-lending statement forms used by many schools may need to be revised to comply with the new TILA disclosure rules.

**NURSE FACULTY LOAN PROGRAM (NFLP)
PROMISSORY NOTE**

I, _____ (Borrower Name) (hereinafter "the Borrower"), promise to pay to _____ (Name of School) (hereinafter "the school") located at _____, the sum of such loan amount(s) as may be advanced to me and endorsed in the Schedule of Advances below, with interest at the rate of three (3) percent per annum or the prevailing market rate, together with all attorney's fees, collection agent costs, and other related costs and charges for the collection of any amount not paid when in default according to the terms of this Promissory Note, (hereinafter "the Note").

SCHEDULE OF ADVANCES				
This Note represents the total of combined NFLP loans, as identified below.				
Number	Amount of Loan Advanced to Borrower	Total of Loan(s) Advanced to Date	Date	Signature of Borrower
1				
2				
3				
4				
5				

The Borrower and the school further understand and agree that:

The school must determine that an NFLP loan applicant is eligible before making the loan. To be eligible to receive an NFLP loan, a borrower must: (1) be a U.S. citizen or national of the U.S, or a lawful permanent resident of the U.S. and its territories, (2) be enrolled full-time or part-time in an eligible program at the time the NFLP loan is established and must complete the education component(s) to prepare qualified nurse faculty, (3) be in good academic standing in an advanced nurse education program at the school, and (4) have no judgment liens entered against him/her based on the default on a federal debt, 28 U.S.C. 3201(e). The borrower should maintain full time or part-time enrollment status for a minimum of 2 terms/semesters during an academic year while receiving the NFLP loan.

Loan Support: The school will make NFLP loans to eligible students for the cost of tuition, fees, books, lab expenses, and other reasonable education expenses. An NFLP loan may not exceed \$35,500 per student for the fiscal years 2010 and 2011 (and such amounts shall be adjusted to provide for a cost-of-attendance increase for the yearly loan rate and the aggregate loan) and not to exceed 5 years per student.

Cancellation Provision: The NFLP is a loan cancellation program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent cancellation, the Borrower must agree to serve as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period following graduation from the program. Following graduation, the Borrower must submit certification of employment within a reasonable timeframe to be determined by the school. NFLP borrowers are limited to a 12-month timeframe to establish employment as full time nurse faculty at an accredited school of nursing following graduation from the program. If employment verification is not submitted within the 12-month period, the borrower will **NOT** be eligible for the loan cancellation provision.

- Cancellation:** To receive loan cancellation, the Borrower must be employed full-time as nurse faculty at an accredited school of nursing for a complete year, as is defined by the employing school of nursing or 12 consecutive months. The school will cancel an amount up to 85 percent of the loan (plus interest) as follows:
 - Upon completion by the Borrower of each of the first, second and third year of full-time employment as a faculty member in an accredited school of nursing, the school will cancel **20 percent** of the principal of, and the interest on, the amount of the unpaid loan on the first day of employment.
 - Upon completion by the individual of the fourth year of full-time employment as a faculty member in an accredited school of nursing, the school will cancel **25 percent** of the principal of, and the interest on, the amount of the unpaid loan on the first day of employment.

To receive loan cancellation, the Borrower must submit the **Request for Partial Cancellation of Loan** form to the lending school at the end of each complete year of full-time employment as faculty at a school of nursing.

- Postponement:** The beginning of the Borrower's repayment period may be postponed only if the Borrower is employed full-time as nurse faculty at an accredited school of nursing and will request loan cancellation at the end of each complete year of this employment. To receive postponement of the repayment period, the Borrower must submit a **Request for Postponement of Installment Payment** form to the lending school 30 days before the end of the 9-month grace period, and annually thereafter. Subsequent requests for postponement must be filed 30 days before the expiration date of the initial request for postponement for each year of employment. If the Borrower ceases to be employed full-time as nurse faculty prior to completion of a year, the postponement ends and the repayment period begins immediately.

EXHIBIT A continued

3. **Grace Period:** The grace period begins immediately following completion of the program, voluntary termination as a student, or when the borrower ceases employment as full-time nurse faculty for a period of nine (9) consecutive months. During the grace period repayment of the loan is NOT required.
4. **Repayment Period:** The NFLP loan is repayable in equal or graduated periodic installments (with the right of the Borrower to accelerate repayment) over a 10-year period that begins 9 months after the Borrower completes the program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.
5. **Interest:** The NFLP loan will bear interest on the unpaid balance of the loan at: **(a) the rate of 3 percent per annum** beginning 3 months after the Borrower graduates from the program, or **(b) bear interest on the unpaid balance of the loan at the prevailing market rate** if the Borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four year period and the remaining six years of the "repayment period". If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.
6. **Prepayment:** The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
7. **Acceleration:** If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.
8. **Deferment:** NFLP borrowers are eligible for deferment for up to 3 years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower that graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.
9. **Death and Disability:** In the event of the Borrower's total and permanent disability or death, the school will cancel any remaining payments on the Note.
10. **Forbearance:** The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower's ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.
11. **Default:** If an NFLP borrower defaults on the loan, the school must immediately stop the disbursement of the NFLP loan and begin collection on the loan. Default will occur in the following situations: failure to complete the advanced nurse education program; loss of the status as a student in good standing, as used by the School for the advanced nurse training program; failure to become or maintain employment as a full-time faculty member at an accredited school of nursing ("full-time" has the meaning used by the employing school of nursing for its faculty); failure to provide certification of employment; failure to make payments as required by the NFLP borrower's Promissory Note and repayment agreement; or if the Borrower fails to make an installment payment when due or fails to comply with any other term of this Promissory Note.
12. **Exit Interview:** The Borrower agrees to attend an exit interview prior to completing or terminating student status at the school.
13. **Credit Bureaus:** The school may disclose any delinquency or default on the Borrower's loan to credit bureaus.
14. **Collection Agents, Litigation, and Withholding of Services:** If the Borrower fails to make a scheduled repayment, or fails to comply with any other term of the Note, the school may:
 - a) refer the Borrower's loan to a collection agent; b) initiate legal proceedings against the Borrower; c) withhold school services from the Borrower, such as transcripts and letters of recommendation; d) refer the Borrower's loan to the Secretary for collection assistance, including offset of federal salaries; and e) pursue judicial remedies.
15. **General:** The Borrower will promptly inform the school of any change in name or address.
16. **Disclosure:** The school will provide to the Borrower a disclosure statement regarding the financial charges on the NFLP loans (i.e., State of Rights and Responsibilities, Truth-in-Lending). Schools that do not require signature of disclosure statements are urged to consult with institutional legal counsel to determine what is appropriate to the school's particular situation.

The terms of this Note shall be construed according to Section 846A of the Public Health Service Act, authorizing the Nurse Faculty Loan Program.

I **CERTIFY** and **ACKNOWLEDGE** that the above information is true and correct, and I have read and understand the provisions of the Note and my rights and responsibilities regarding the NFLP loan made under the Note.

(Printed Name of Borrower)

(Signature of Borrower)

(Date)

WARNING: Any person who knowingly makes a false statement or misrepresentation to obtain funds from the Federal Government is subject to penalties that include fines and imprisonment under federal statute.

**Nurse Faculty Loan Program
Statement of Borrower's Rights and Responsibilities**

1. I understand that I must, without exception, report any of the following changes to lending school if:
 - a. I withdraw as full-time nurse faculty from the school of nursing
 - b. I transfer my employment as full-time nurse faculty to another accredited school of nursing
 - c. I should be called to ACTIVE military service
 - d. I change my address
 - e. I change my name (for example, because of marriage)
2. I understand that when I graduate or withdraw from the lending school, I must be available for the school to conduct an exit interview.
3. I understand that the NFLP service obligation requires me to be employed as full-time nurse faculty in an accredited school of nursing. In return, I will receive partial loan cancellation of up to 85% of my unpaid loan balance (including interest) and postponement of installment payments of my NFLP loan while serving as full-time nurse faculty.
4. I understand that my first installment payment will be due following the 9 months after I, 1) graduate and do not establish full-time employment as nurse faculty; or 2) cease to be enrolled as a student.
5. I understand that if I terminate my employment as full-time nurse faculty at a school of nursing, repayment of the NFLP loan must begin after the 9-month grace period.
6. I understand that:
 - a. an annual percentage rate of 3 percent will be charged on the unpaid loan balance that will begin to accrue 3 months after I graduate from the advanced education nursing program
 - b. during the period of time that I am employed as full-time nurse faculty at a school of nursing, the unpaid loan balance will bear interest at 3 percent per annum
 - c. following graduation from the program and after the 9-month grace period, if I fail to establish full-time employment as nurse faculty the unpaid loan balance will bear interest at the prevailing market rate
 - d. if I cease to be employed full-time or terminate employment as nurse faculty at an accredited school of nursing, the unpaid loan balance will bear interest at the prevailing market rate
 - e. the cancellation provision is NOT available if I do not establish employment within 9 months following graduation from the program
7. I understand that cancellation of any remaining payment of the NFLP loan may be granted for death or permanent and total disability. I also understand that I must inform the lending school of my disability and provide documentation.
8. I understand that I am eligible for deferment for up to 3 years, (1) if I am ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); if I voluntarily join a uniformed service, I am NOT eligible for deferment, nor if I am employed by one of the uniformed services in a civilian capacity, or (2) if I graduate and am employed, and decide to return to a graduate nursing education program to pursue a doctoral degree to further my preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

EXHIBIT B continued

- 9. I understand that the lending school may, based on its discretion, place my NFLP loan in forbearance when extraordinary circumstances such as poor health or hardships temporarily affect my ability to make scheduled loan repayments.
- 10. I understand that if I fail to repay my loan as agreed in the NFLP Promissory Note, the total loan may become due and payable immediately and legal action could be taken against me.
- 11. I understand that I must promptly answer any communication from the lending school regarding my NFLP loan.
- 12. I authorize the lending school to contact any school of nursing in which I may be employed, to obtain information concerning my employment status, my period of employment or termination, my transfer to another school of nursing, or my current address.
- 13. I authorize the lending school to report any delinquency or default on this loan to credit bureaus.

ANNUAL PERCENTAGE RATE	AMOUNT of LOAN	PREPAYMENT
The annual percentage rate on the NFLP loan: <u>3 percent or the Prevailing Market Rate</u> – As determined by the borrower status.	The amount of NFLP loan(s) made to you. \$ _____	If you pay off early, you will not have to pay a penalty. See the Promissory Note for any additional information about nonpayment, default, and any required repayment in full before the schedule date.

I understand I have a right to request an itemization of the loan amount(s) awarded. I do ___/do not ___ request an itemization.

I have received a copy of this statement.

(Signature of Student)

(Student I.D. Number)

(Date)

EXHIBIT C

NURSE FACULTY LOAN PROGRAM (NFLP) LOAN APPLICATION

(To be completed by the Borrower)

This form must be completed in its entirety and returned to the office of the Bursar before a NFLP loan is made.

WARNING: Any person who knowingly makes a false statement or misrepresentation in a NFLP transaction, bribes or attempts to bribe a federal official, fraudulently obtains a NFLP loan or commits any other illegal action in connection with a federal NFLP loan is subject to a fine or imprisonment under federal statute.

SECTION I

1a. APPLICANT NAME (Last) (First) (M.I.)	2. SOCIAL SECURITY NUMBER (SSN)
--	--

1b. OTHER NAMES USED (Last) (First) (M.I.)	3. DATE OF BIRTH (Month/Day/Year)
--	--

4. CURRENT ADDRESS (Number, Street, Apartment Number, City, State, Zip Code)	5a. DAYTIME PHONE (Area Code/Number) ()
	5b. EVENING PHONE (Area Code/Number) ()

6. EMAIL ADDRESS	7. DRIVER'S LICENSE NUMBER AND STATE
-------------------------	---

8. DEGREE PROGRAM: _____ EXPECTED GRADUATION DATE: _____	9. EDUCATION LEVEL: <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORAL
--	---

10. PERSONAL REFERENCES -- Friend(s) and Relative(s)

- NAME _____
ADDRESS: _____

- NAME _____
ADDRESS: _____

SECTION II

11. ACKNOWLEDGEMENT

I, the above named applicant, have been informed that I must agree to the service obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program.

THE ABOVE INFORMATION IS CORRECT AND COMPLETE AND I HEREBY AUTHORIZE VERIFICATION AS REQUIRED BY THE SCHOOL.

Printed Name _____ **Signature** _____

Date _____

NFLP EMPLOYMENT CERTIFICATION FORM

[Applicant's Name] entered into a contractual agreement with the [Name of Lending School] as a participant in the Nurse Faculty Loan Program (NFLP). This program requires the participant to be employed full-time as nurse faculty in an accredited school of nursing for a complete year in order to receive cancellation of his/her loan. Please complete the Employment Certification Form at the bottom and return by (mm-dd-yyyy), to the following:

Mail to [Lending School Address]: _____; or

Fax to [Lending School Fax #]: _____

PART I: TO BE COMPLETED BY LOAN RECIPIENT

Name: _____

Permanent Address: _____ Phone Number: _____

Place of Employment: _____

Address: _____

Beginning Date of Employment as Nurse Faculty: Month _____ Day _____ Year _____

Position Title: _____

I **CERTIFY** that I am employed full-time as Nurse Faculty in the above named school of nursing, and all the information is true and correct to the best of my knowledge. If I change employment status, I will notify [Name of Lending School] immediately. Keep a copy for your records.

Signature: _____ Date: _____

PART II: TO BE COMPLETED BY EMPLOYER

I **CERTIFY** that the statements above concerning service of the above named NFLP loan recipient as a full-time nurse faculty are true and correct. Keep a copy for your records.

Name of Certifying Official: _____

Title: _____ Phone Number: _____ Fax Number: _____

Signature: _____ Date: _____

If the above named participant has **not** maintained faculty status during this period, please provide the date(s) and explanation for the change.

Date(s): _____

Explanation: _____

WARNING: ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT OR MISREPRESENTATION OF THIS FORM IS SUBJECT TO PENALTIES WHICH MAY INCLUDE FINES AND IMPRISONMENT UNDER FEDERAL STATUTE.

EXHIBIT E

US DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
HEALTH RESOURCES AND SERVICES ADMINISTRATION
BUREAU OF HEALTH PROFESSIONS
5600 FISHERS LANE, PARKLAWN BUILDING, ROCKVILLE, MARYLAND 20857

NFLP REQUEST FOR PARTIAL CANCELLATION

INSTRUCTIONS: A borrower under the Nurse Faculty Loan Program must submit this form to the school of nursing which made the loan in order to claim entitlement to loan cancellation for full-time nurse faculty employment pursuant to Section 846A of the Public Health Service Act, as amended by Public Law 111-148, Section 5311.

The form must be submitted for each complete year of full-time nurse faculty employment in an accredited school of nursing. It is the responsibility of the borrower seeking cancellation to (a) complete Part I, (b) obtain certification by the employing agency, Part II, and (c) forward the original and one copy to the lending school for cancellation of the loan at the appropriate rate in lieu of payment. The lending school will complete Part III, indicating the amount of cancellation earned (principal and interest), and return the copy to the borrower making such request.

NAME AND ADDRESS OF SCHOOL FROM WHICH LOAN WAS MADE <i>(Include Zip Code)</i>	NAME AND ADDRESS OF THE APPLICANT <i>(Include Zip Code)</i>
---	--

PART I – Completed by Borrower

I hereby apply for a partial cancellation of my Nurse Faculty Loan in the appropriate amount of principal and interest, in accordance with Sections 846A of the Public Health Service Act, as amended by Public Law 111-148, Section 5311 for one year of employment as a full-time nurse faculty.

NAME AND ADDRESS OF EMPLOYING AGENCY <i>(Include Zip Code)</i>	PERIOD OF EMPLOYMENT		
	BEGINNING (Month, Day, Year)	END (Month, Day, Year)	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none;">SIGNATURE OF APPLICANT</td> <td style="width: 20%; border: none;">DATE</td> </tr> </table>		SIGNATURE OF APPLICANT
SIGNATURE OF APPLICANT	DATE		

PART II – Certification by Employing Agency

I hereby certify that the above statements concerning full-time nurse faculty employment and the period of service are true and correct.

NAME OF APPLICANT	POSITION TITLE OF APPLICANT		
NAME AND ADDRESS OF EMPLOYING AGENCY	SIGNATURE OF AUTHORIZED OFFICIAL		
CHECK: <input type="checkbox"/> Public <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private not for Profit	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">TITLE</td> <td style="width: 30%; border: none;">DATE</td> </tr> </table>	TITLE	DATE
TITLE	DATE		

PART III – Partial Loan Cancellation (To be completed by Lending School)

The above named individual's loan account has been credited for partial cancellation for full-time employment as nurse faculty in accordance with the Section 846A of the Public Health Service Act, as amended, in the following amounts:

CANCELLATION RATE BY YEAR FOR EMPLOYMENT AS NURSE FACULTY: <input type="checkbox"/> 1st Year - 20 percent <input type="checkbox"/> 2nd Year - 20 percent <input type="checkbox"/> 3rd Year - 20 percent <input type="checkbox"/> 4th Year - 25 percent	CANCELLED	
	PRINCIPAL AMOUNT	INTEREST AMOUNT

SIGNATURE OF AUTHORIZING OFFICIAL – LENDING SCHOOL	TITLE	DATE
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NFLP DISABILITY CHECKLIST

NAME: _____ AGE: _____

DATE OF BIRTH: _____ CONSENT FOR RELEASE OF INFORMATION (Y/N): _____

DATE ENTERED SCHOOL: _____ DATE TERMINATED: _____

TOTAL AMOUNT OF LOANS OBTAINED (Including interest): _____

NUMBER OF CANCELLATIONS: _____ AMOUNT OF UNPAID BALANCE: \$_____

EMPLOYMENT PRIOR TO DISABILITY: _____

DIAGNOSIS: _____

DATE AND NATURE OF ONSET: _____

MEDICAL EXAMINATION, TREATMENTS, HISTORY OF ILLNESS, HOSPITALIZATIONS, INPATIENT AND OUTPATIENT TREATMENTS, MEDICATIONS (Include copies of all pertinent past medical records in addition to documentation of a CURRENT medical evaluation):

CURRENT MEDICATIONS: _____

PROGNOSIS: _____

REHABILITATION PLANS: _____

IS ANY TYPE OF GAINFUL EMPLOYMENT POSSIBLE? _____

NOTES:

EXHIBIT G

US DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
HEALTH RESOURCES AND SERVICES ADMINISTRATION
BUREAU OF HEALTH PROFESSIONS
5600 FISHERS LANE, PARKLAWN BUILDING, ROCKVILLE, MARYLAND 20857

NFLP REQUEST FOR POSTPONEMENT OF INSTALLMENT PAYMENT

INSTRUCTIONS: A Nurse Faculty Loan may be postponed, in lieu of payment in accordance with the repayment schedule established by the school from which the loan was made, only if the borrower is employed full-time as a faculty at an accredited school of nursing and expects to claim partial cancellation of his or her loan at the end of each complete year of such employment.

The borrower must submit two (2) copies of this form 30 days before the initial 9-month grace period. This form must be filed annually, in lieu of payment; subsequent requests for postponement of installment payment must be filed 30 days before the expiration date of the initial request for postponement each year of employment. It is the responsibility of the borrower seeking postponement of installment payment of loan to return this form properly executed to the school from which the loan was made.

IMPORTANT NOTE: Should you terminate full-time employment as nurse faculty the installment repayment(s) is immediately due and payable to the lending school.

NAME AND ADDRESS OF SCHOOL FROM WHICH LOAN WAS MADE (Include Zip Code)	NAME AND ADDRESS OF BORROWER (Include Zip Code)
	DATE GRADUATED

PART I – CERTIFICATION OF EMPLOYMENT (To be completed by Borrower)

NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION	
	EMPLOYMENT START DATE (Month, Day, Year)	
	UNPAID LOAN BALANCE (PRINCIPAL/INTEREST)	DUE DATE

I certify that I am employed full-time as nurse faculty as indicated above and expect to complete one year of such employment on _____ (month-day-year), at which time I shall secure cancellation of a portion of my loan in accordance with the Section 846A of the Public Health Service Act, as amended by Public Law 111-148. I therefore request postponement of payment of repayment installment on the date due above.

SIGNATURE OF BORROWER	DATE
------------------------------	-------------

PART II – CERTIFICATION OF EMPLOYMENT (To be completed by Employer)

I hereby certify that the above statements concerning service of the above-named borrower as full-time nurse faculty are true and correct.

NAME AND ADDRESS OF EMPLOYER	SIGNATURE OF AUTHORIZED OFFICIAL	
	TITLE	
	DATE	
CHECK: <input type="checkbox"/> Public <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private not for Profit		

US DEPARTMENT OF HEALTH AND HUMAN SERVICES
 PUBLIC HEALTH SERVICE
 HEALTH RESOURCES AND SERVICES ADMINISTRATION
 BUREAU OF HEALTH PROFESSIONS
 5600 FISHERS LANE, PARKLAWN BUILDING, ROCKVILLE, MARYLAND 20857

NFLP CERTIFICATION OF DEFERMENT STATUS

INSTRUCTIONS: To request deferment of repayment on your Nurse Faculty Loan, two (2) copies of a Certification of Deferment Status form must be filed with the lending school at each of the following times: (1) when your first repayment installment is due, (2) annually thereafter as long as you are eligible for such deferment, and (3) when you cease to be in eligible deferment status. A copy of the form, properly executed, as submitted to the school, should be retained for your own records.

NOTE: Provisions governing deferment of Nurse Faculty Loan vary according to the date such loans were made; therefore, you should read the *Guide for repayment, deferment, and cancellation of Health Professions or Nursing Loans* for the specific provisions applicable to your loans before completing this form. The Guides are available from the school from which the loan was made.

NAME AND ADDRESS OF SCHOOL FROM WHICH LOAN WAS MADE	NAME AND ADDRESS OF BORROWER
---	------------------------------

PART I : REQUEST FOR DEFERMENT OF REPAYMENT -To be completed by borrower if he/she:

Check one of the eligible deferment options below:

- G NFLP borrower performs active duty as a member of the uniformed service*. This is to certify that I was in the _____ (Name of Service), from _____ to _____.
- G NFLP borrower graduated and is employed as nurse faculty, decided to return to a graduate nursing education program to further their preparation as nurse faculty
- G NFLP borrower graduated and participates in post-doctoral program

I further agree to notify the school from which I receive assistance immediately upon termination of my status as indicated above.

SIGNATURE OF BORROWER	DATE
-----------------------	------

PART II – CERTIFICATION OF DEFERMENT

To be completed by Commanding Officer and mailed to school from which the loan was made.

NAME AND ADDRESS OF UNIFORMED SERVICE HEADQUARTERS	SIGNATURE OF COMMANDING OFFICER
	DATE

INSTITUTIONAL ACTION (school from which the loan was made) Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Reason for disapproval _____ _____	SIGNATURE DATE
---	---------------------------

* The uniformed services of the United States are the Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, and the U.S. Public Health Service Commissioned Corps.

NFLP EXIT INTERVIEW – Questionnaire

Date: _____

NFLP Participant Name: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Permanent Mailing Address:

Telephone Number: _____

Email Address: _____

Additional contacts able to provide your address upon request:

Telephone Number: _____

Name and Address of Employer (If known):

Telephone Number: _____

What are your future career plans?

EXHIBIT I continued

For All Student Borrowers:

1. Do you know the full amount of the loan?
Yes _____ No _____
2. Have you been informed of your rights and responsibilities?
Yes _____ No _____
3. Do you understand the grace period and know when the first payment is due?
Yes _____ No _____
4. Have you been informed of the repayment options, postponement and cancellation provisions of the Nurse Faculty Loan program?
Yes _____ No _____
5. Do you understand the accelerated payment option?
Yes _____ No _____
6. Do you understand that the collection officer must be informed of any change in your address?
Yes _____ No _____
7. Do you realize the importance of paying promptly or contacting the collection officer prior to the due date if payment cannot be made for any reason?
Yes _____ No _____

For Graduating Student Borrowers:

8. Do you understand the requirement to begin full-time employment as nurse faculty at a school of nursing to be eligible for postponement of loan?
Yes _____ No _____
9. Do you understand that you must be employed full-time as a nurse faculty member for a complete year to be eligible for partial loan cancellation?
Yes _____ No _____
10. Do you understand the REQUEST FOR POSTPONEMENT OF INSTALLMENT PAYMENT form?
Yes _____ No _____
11. Do you understand the REQUEST FOR PARTIAL CANCELLATION form?
Yes _____ No _____

Student's Signature: _____ Date: _____

NFLP FORBEARANCE REQUEST FORM

Borrower Name:	Social Security Number:
Street Address, City/State/Zip:	
Original Loan Balance:	Present Loan Balance:

If poor health or your present financial situation makes paying your Nurse Faculty Loan Program (NFLP) loan a financial hardship, we may be able to grant you a forbearance of your NFLP loan. Principal payments are delayed during forbearance; however, interest will continue to accrue. You may pay the interest as it accrues or allow it to be added to your outstanding principal balance (capitalized) when the forbearance period ends. You must complete this entire form and show due financial hardship before we can grant you a forbearance of your loan. Read this form carefully before signing and return it by _____.

When we receive your request, we will review it immediately and will notify you of our decision. You must continue making your regular monthly payments until your forbearance request is approved. **If YOU ARE PAST DUE ON YOUR PAYMENTS, IT IS ESPECIALLY IMPORTANT THAT YOU RETURN THIS FORM TO US SOON.** Collection activities will continue against you until we have received and approved this form: late notices will be sent, phone calls will be made, and, if your payments become seriously past due, the delinquency may be reported to a National credit bureaus.

If you are interested in requesting forbearance of your NFLP loan, please fill out this form completely and return it to us by _____. You must provide the reason for your financial hardship before we can grant a forbearance of your loan. You may contact us at _____ if you have any questions.

BORROWER FINANCIAL DATA

Employer Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Years Employed	Net Monthly Salary	Other Income	Source of Other Income	
_____	_____	_____	_____	

Monthly Expenses:
 RENT/MORTGAGE: _____ UTILITIES: _____ FOOD: _____ OTHER: _____

Creditor's Information:

Name of Creditor	City/State	Monthly Payment	Balance	Past Due Amount

REASON

Although I intend to repay my NFLP loan balance, I am temporarily unable to make payments because (state reason below):

EXHIBIT J continued

AGREEMENT

I request a forbearance of my NFLP loan starting _____ and ending _____. Any outstanding accrued interest may be added to and become a part of the principal of the loan at the end of the forbearance period. The projected capitalized interest during the forbearance period is \$_____. I will resume monthly payments on _____. I will make payments of approximately \$_____ per month with payments due on the same day of each month as the day the first regular payment is due until the full unpaid principal amount of the loan is paid off. I understand that periodically I will be provided with an account statement listing the activity on the loan and the outstanding unpaid principal amount at the end such period.

(Signature of Borrower) (Date)

FOR OFFICE USE ONLY:

_____ (Lending School) believes, based upon the borrower's statement above and/or other communications regarding forbearance recorded in the account record, that the borrower intends to repay the NFLP loan but is currently unable to make loan payments.

Do you understand that you must be employed as a full-time nurse faculty member for a complete year to be eligible for partial loan cancellation? Yes _____ No _____

(Accepted by Authorized Official) (Date)
