NIH Division of Loan Repayment

Change of Institution (COI)

Please complete the following information and submit the completed Change of Institution form with the required forms listed in Section 3 via email to COILRP@MAIL.NIH.GOV. All forms must be in PDF format. Forms submitted in any other format will be returned.

If you have any questions, please contact the LRP Information Center at 866-849-4047.

Section 1: Applicant and Prior Organization Information	
1. Applicant's Name (Last, first, middle)	2. Applicant's Commons ID
3. Prior Organization Name	4. Last Date of Paid Qualified Research at Prior Organization
5. Prior Organization Research Supervisor Name	6. Prior Organization Mentor Name

Section 2: New Organization	
1. Name of New Organization	2. Effective Date of Paid Qualified Research at New Organization
3. Applicant's Contact Information at New Organization Email Address: Phone Number:	4. New Organization Institutional Business Official Name: Commons ID: Email Address:
5. New Organization Research Supervisor Name: Commons ID: Email Address:	6. New Organization Mentor Name: Commons ID: Email Address:

Section 3: Required Forms (Checklist – see Instructions)

- ☐ Form 1: Biosketch
- ☐ Form 2: Research Activities
- ☐ Form 3: Research Environment
- ☐ Form 4: Career Development or Training/Mentoring Plan

Section 4: Funding Information (LRP project funding sources)

1. Name of Funding Institution	2. Grant Number (if applicable)
3. Title of Grant/Award, or Salary	4. Amount of Grant/Award/Salary
5. Start Date	6. End Date

☐ Awarded ☐ Pending Review ☐ Salary

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☐ Awarded ☐ Pending Review ☐ Salary

Section 5: Applicant Certification

☐ I certify that the information given in this application is true, complete, and accurate to the best of my knowledge and does not omit any material fact that would render the statement false, fictitious, or fraudulent as a result of the omission. I understand that the information given may be investigated and that any false representation is sufficient cause for rejection of the application, or, if awarded loan repayment, that I am liable for return of all awarded funds and, further, that any false statement may be punished as a felony under U.S Code, Title 18, Section 1001. I am aware that any false, fraudulent, or fictitious statement may, in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

I authorize any program to which I owe a service obligation to release information about that obligation to administrators of the NIH Loan Repayment Programs and to other authorized Government officials.

Instructions

Required Forms: Attach these forms in PDF format to the email with your completed COI application.

Form 1: Biosketch
Provide an updated copy of your biosketch in a specified NIH format. An NIH Biosketch cannot exceed five (5) pages. For additional information, https://grants.nih.gov/grants/forms/biosketch.htm

Form 2: Research Activities
Provide a document that outlines your research activities at the new institution. Use eight (8) pages or less to describe the research activities you will pursue, at a minimum, through your LRP award period. Literature citations are included in the character count and should be listed on the last page. Include your name, employer, title of research project, and date in the document header. The first paragraph must be a brief explanation regarding the reason for this change of institution and the impact this change has or will have on your research career. This explanation should clarify if your research project has changed and if so, give an overview of all changes. Research documents without this description will be returned for revision.

Form 3: Research Environment
Provide a document that describes the Research Environment where you will be working. Use one (1) page to describe the research to be conducted during your LRP award. The description should include the branch, laboratory, section, or department where you will be located and the availability of appropriate scientific colleagues, institutional research, and facilities available. Include a brief description of the funding source for your research.

Form 4: Career Development or Training/Mentoring Plan
Provide information on your Career Development or Training/Mentoring Plan.

Career Development Plan: Use two (2) pages to describe your career development plan and explain how this plan will foster the development of your career in research. Specify the types of research methods and scientific techniques to be learned, membership in journal clubs or groups and conferences and seminars to be attended.

Training/Mentoring Plan: Use two (2) pages or less to describe your research training program and mentoring plan. Specify the types of training interactions, training mechanisms to be used, research methods, and scientific techniques to be learned, involvement in activities such as journal clubs, professional groups, conferences, and seminars. Describe how your mentor will contribute to your training program and his/her prior experience as a mentor of other investigators.

Additional Information

Funding Information: Provide your funding sources that will support your LRP project. There are two entries in this form so prioritize your most relevant funding sources. You do not need to be the PI on these grants/awards.

Commons Affiliation and Role: Your Commons account must include the Principal Investigator (PI) role with your new institution. Contact the grants office at your new institution and ask them to add your new affiliation with the PI role to your Commons ID.

Commons Personal Profile: Log into Commons and check your personal profile to ensure your contact and mailing address are updated. The email address in the Commons Personal Profile Name & ID section are used for NIH communications. Check the box under the email field to make that your default email. The Residential mailing address in the Commons Personal Profile Reviewer section is used to mail your tax documents.