

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

Bureau of Health Workforce
Division of Nursing and Public Health

Nurse Faculty Loan Program (NFLP)

Announcement Type: Initial: New
Funding Opportunity Number: HRSA-16-065

Catalog of Federal Domestic Assistance (CFDA) No. 93.264

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2016

Application Due Date: November 30, 2015

*Ensure SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.*

Release Date: September 11, 2015

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

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW), Division of Nursing and Public Health is accepting applications for the fiscal year (FY) 2016 Nurse Faculty Loan Program (NFLP). The purpose of this program is to increase the number of qualified nursing faculty. The NFLP is designed to prepare and train qualified nurse educators to fill faculty vacancies and increase the number of trained nurses entering the workforce. This goal is accomplished by supporting schools of nursing that prepare graduates to serve as nurse faculty. Schools (herein referenced as institutions) are required to design and implement curriculum to prepare students to apply teaching strategies, develop curriculum for both classroom and clinical instruction, and be able to create effective methods for evaluation of student learning outcomes.

The NFLP requires participating institutions to create a distinct NFLP loan fund. Institutions will then use this loan fund to make loans to registered nursing students enrolled in graduate nursing degree programs. The nursing degree programs must include nurse educator courses that prepare students as qualified nurse faculty. Upon completion of the educator courses and graduation from the nursing degree program, NFLP offers partial loan cancellation for graduates who serve as full-time nursing faculty.

Funding Opportunity Title:	Nurse Faculty Loan Program (NFLP)
Funding Opportunity Number:	HRSA-16-065
Due Date for Applications:	November 30, 2015
Anticipated Total Annual Available Funding:	\$22,500,000
Estimated Number and Type of Award(s):	Up to 100 awards
Estimated Award Amount:	Formula-based
Cost Sharing/Match Required:	Yes
Budget/Operational Project Period:	July 1, 2016, through June 30, 2017 (1 year)
Eligible Applicants:	Accredited schools of nursing must offer educator coursework as part of an advanced education nursing degree program(s) that prepare the student to serve as nurse faculty. [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

Application Guide

All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#), available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf>, except where instructed in this FOA to do otherwise. A short video for applicants explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

Technical Assistance

A NFLP Technical Assistance Webinar is scheduled for **Wednesday, September 23, 2015, 1:00 pm to 3:00 pm Eastern Time**. The purpose of the webinar is to provide an overview of the NFLP funding opportunity. Additional information is provided under **Section VIII** (Other Information) of this announcement.

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I. Program Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Nurse Faculty Loan Program (NFLP). The purpose of this program is to increase the number of qualified nursing faculty by providing funding to accredited schools of nursing. The NFLP is designed to prepare and train qualified nurse educators to fill faculty vacancies and increase the number of trained nurses entering the workforce. This goal is accomplished by supporting schools of nursing that prepare students to serve as nurse faculty. Schools (herein referenced as institutions) are required to design and implement curriculum to prepare nursing students to apply teaching strategies, develop curriculum for both classroom and clinical instruction, and be able to create effective methods for evaluation of student learning outcomes.

Grantees are awarded funds to support nursing students and are expected to establish and operate a distinct, interest-bearing NFLP loan fund. Institutions make loans from this fund to assist registered nurses in completing their graduate nursing education to become qualified nurse faculty. The program offers cancellation of up to 85 percent of NFLP loans for borrowers that graduate and serve as full-time nursing faculty for the prescribed period of time.

Program Requirements

Successful NFLP applicants will demonstrate their capacity to:

1. Design and implement nursing curriculum, prepare students to apply teaching strategies, and be able to create effective methods for evaluating student learning outcomes;
2. Identify, recruit and provide NFLP loan support to advanced degree nursing students who are committed to obtaining a nurse faculty position. Institutions are required to have NFLP students (borrowers) sign a NFLP commitment letter stating their intent to obtain full-time faculty (*see 'full-time faculty' definition in Section VIII*) employment following graduation;
3. Assist NFLP students with obtaining full-time faculty employment after graduation. Applicants must provide evidence of a collaborative partnership with entities that employ nurse faculty to increase networking opportunities for student borrowers, and must notify student borrowers of faculty positions in their region; and
4. Manage a NFLP loan fund. Eligible institutions are awarded funds in the form of a Federal Capital Contribution (FCC). Institutions are required to deposit an Institutional Capital Contribution (ICC) that is no less than one-ninth of the requested FCC. Institutions must issue NFLP loans from this account to students pursuing a full-time or part-time course of study in an advanced degree nursing program as specified under Part III of this announcement.

NFLP Loan Support to Student Borrowers

Student borrowers who receive support from the NFLP loan fund must be a citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa

permitting permanent residence in the United States. Individuals on temporary student visas are not eligible under this funding opportunity.

Institutions must offer an accredited master's or doctoral (DNP, DNS or PhD) degree program in nursing with a nurse educator track or focus area. The nursing degree program(s) must include an education component (e.g., courses, practicum) that prepares student borrowers to serve as nurse faculty. The education component(s) must consist of education courses, preceptorship or supervised teaching practica identified within the curriculum.

Post-nursing master's certificate programs are **not eligible** for NFLP funding. A certificate nursing program does not meet the requirements as a nursing degree program. Clinical Nurse Leader (CNL) programs are **not eligible** for NFLP funding. The American Association of Colleges of Nursing (AACN) defines this as a generalist role and not an advanced practice nurse specialty role.

The institution must grant NFLP loans to eligible students to cover the cost of tuition, fees, books, lab expenses, and other reasonable education expenses.

- The NFLP loan may not exceed \$35,500 per student for any academic period.
- The NFLP student borrower must not exceed 5 years of NFLP support.
- The NFLP student borrower must complete the specified education component(s) for the advanced nursing degree program prior to graduating from the program.

NFLP Loan Cancellation Provision

Following graduation and upon completion of the educator course(s), institutions may cancel up to 85 percent of the total loan(s) principal and interest in exchange for the NFLP student borrowers' service as a full-time nursing faculty at an accredited school of nursing. A partial percentage of the total NFLP loan(s) is cancelled each year over a four-year period. The loan cancellation over the four-year period may be cancelled 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 at an accredited school of nursing, which, after the three-year period, totals 60 percent.
- 25 percent of the principal and interest may be canceled upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing.
- NFLP loans accrue interest at a rate of three percent per annum (per PHS Act Section 846A (c)(6)(A)) beginning on the date that is 3 months after the individual ceases to pursue a course of study at a school of nursing.

Funding Priority

PHS Act Section 847(f) provides a funding priority to NFLP applicants that support doctoral nursing students. A funding priority will be applied in determining the award for approved applications that support doctoral nursing students.

2. Background

This program is authorized by Public Health Service Act Sections 846A (42 U.S.C. 297n-1), and 847(f) (42 U.S.C. 297o(f)), as amended by the Patient Protection and Affordable Care Act, Public Law 111-148, Section 5311.

A shortage of nurse faculty is a primary obstacle to expanding the nation's nursing workforce. In 2014, the American Association of Colleges of Nursing (AACN) reported that 1,844 qualified applicants were not offered admission to doctoral programs due to a faculty shortage and other resource constraints. According to AACN's *Survey on Vacant Faculty Positions for Academic Year 2014-2015*, most of the over 1,200 vacant faculty positions either require (57.5 percent) or prefer (32.1 percent) doctorally-prepared faculty members. The problem will be exacerbated as many faculty reach retirement age in the next decade. The NFLP supports institutions committed to preparing graduate nursing students to serve as nurse faculty.

II. Award Information

1. Type of Application and Award

Types of applications sought: New

Funding will be provided in the form of a formula grant which, for purposes of this program, is called the Federal Capital Contribution (FCC). Institutions must use the FCC to establish a distinct account called the NFLP fund. Institutions that receive NFLP funds must enter into an agreement with HRSA to establish and operate the NFLP loan fund account. Institutions are required to adhere to the terms, certifications and other requirements stated in the Notice of Award. A reference copy of the agreement is provided under **Appendix A** of this announcement.

2. Summary of Funding

This program will provide funding during Federal fiscal year 2016. Approximately \$22,500,000 is expected to be available to fund approximately 100 recipients. The actual amount available will not be determined until enactment of the final FY 2016 Federal budget. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed, and funds can be awarded in a timely manner. The budget/operational project period is one (1) year.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award will be subject to the Uniform Guidance, [2 CFR part 200](#), as codified by HHS at [45 CFR part 75](#), which supersede the previous administrative and audit requirements and cost principles that govern federal monies.

NFLP awards are formula-based. Formula-based award amounts are determined by the data provided in the application on the NFLP Program Specific Form. A reference copy

of the application data form is provided under **Appendix C** of this announcement. The data tables are part of the Grants.gov application package and **MUST** be submitted electronically.

For renewal applicants, the level of unused accumulated funding in the NFLP loan fund account at your institution will be considered in determining the FY 2016 NFLP award level. The unused balance reported in the application data form will be deducted from the FY 2016 formula-calculated award.

This program does not allow any indirect costs.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are accredited schools of nursing or departments within an academic institution, such as a Graduate School of Arts and Sciences, which offer an eligible advanced nursing degree program(s).

Only eligible applicants in the 50 States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible to apply under this funding opportunity announcement. Federally recognized Indian Tribal Government and Native American Organizations may apply if they are otherwise eligible.

Foreign entities are not eligible for HRSA awards, unless the authorizing legislation specifically authorizes awards to foreign entities or the award is for research. This exception does not extend to research training awards or construction of research facilities.

Schools of Nursing

School of nursing programs must be accredited by a national nurse education accrediting agency recognized by the Secretary of the U.S. Department of Education. These agencies include the Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN). For nurse-midwifery programs, accreditation from the Accreditation Commission on Midwifery Education of the American College of Nurse-Midwives (ACME) is required. For nurse anesthesia programs, accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) is required. This information should be clearly documented as **Attachment 1** and submitted with this application. (*See additional information in Section IV.2.vi Attachments.*)

2. Cost Sharing/Matching

Institutions are required to deposit an Institutional Capital Contribution (ICC) that is equal to not less than one-ninth of the FY FCC award amount. The FCC award and the institutions contribution must be used to establish and operate a NFLP loan fund or be deposited into an existing NFLP loan fund.

3. Other

Deadline

Any application that fails to satisfy the deadline requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this announcement.

Accreditation and/or Approval Documentation

Applications that fail to include the required accreditation and/or approvals documentation will be considered non-responsive and will not be considered for funding under this announcement.

Advanced Nursing Degree Curriculum

Applications that fail to include a description of the advanced nursing degree curriculum designed to prepare students to apply teaching strategies and create effective methods for evaluating student learning outcomes will be considered non-responsive and will not be considered for funding under this announcement.

Student/Beneficiary Eligibility

Eligible students receiving support from grant funds must be a citizen of the United States, a non-citizen national, or a foreign national having in his/her possession, a visa permitting permanent residence in the United States. Individuals on temporary student visas are not eligible under this funding opportunity.

NFLP Program Specific Data Forms (NFLP Tables)

Applications received without the required NFLP Program Specific Data Forms (*see reference copy in Appendix C*) will be considered non-responsive and will not be considered for funding under this announcement.

Maintenance of Effort (MOE)

The recipient must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities during the fiscal year prior to receiving the award, as authorized by Section 8-3 of the Public Health Service Act. Complete the MOE document and submit as **Attachment 5** with the application package.

Multiple Applications/Number of Applications: Multiple applications from an organization are allowable; however, applicants can submit **only one application per campus**. A campus is defined as a division of a university that has the same name yet is separate with its own grounds, buildings (e.g., school of nursing) and faculty. For example, the University of ABC – Chapel Hill and the University of ABC – Greensboro can both submit an application for this program.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's **last validated electronic submission**, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA *requires* institutions to apply electronically through Grants.gov. Institutions must download the SF-424 R&R application package associated with this funding opportunity following the directions provided at [Grants.gov](https://www.grants.gov).

Applicants should always supply an e-mail address to Grants.gov when downloading an FOA or application package. As noted on the Grants.gov APPLICATION PACKAGE download page, as well as in the Grants.gov User Guide on pages 57-58, this allows us to e-mail you in the event the FOA is changed and/or republished on Grants.gov before its closing date.

Responding to an earlier version of a modified announcement may result in a less competitive or ineligible application.

2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the staffing plan and personnel requirements, assurances, certifications, and abstract. Institutions must submit the forms and other information listed in the Application Guide in addition to the program specific information below. All institutions are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#), except where instructed in the funding opportunity announcement to do otherwise.

See Section 8.5 of the [SF-424 R&R Application Guide](#) for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files **must not exceed 40 pages** when printed by HRSA. The page limit includes the abstract, project narrative, and attachments required in the *Application Guide* and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. **HRSA strongly urges institutions to print their application to ensure it does not exceed the specified page limit.**

Applications must be complete, within the specified page limit and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered for funding under this announcement.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 R&R Application Guide](#) (including the staffing plan and personnel requirements, assurances, certifications), please include the following:

i. Project Abstract

See Section 4.1.ix of HRSA's [SF-424 R&R Application Guide](#).

The Abstract must include:

1. A brief overview of the project as a whole.
2. Specific, measurable objectives that the project will accomplish.
3. How the proposed project for which funding is requested will be accomplished (i.e., the "who, what, when, where, why and how" of a project).

ii. *Project Narrative*

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that HRSA staff can understand the proposed project.

A complete narrative must be submitted by all applicants to provide information for the nursing degree programs proposed for NFLP support.

Institutions must use the following section headers for the Project Narrative:

PURPOSE AND NEED

1. Briefly describe the institution's need for nurse faculty support and the impact that the NFLP would have on the institution.
2. Specify the number of full-time and part-time students in an advanced degree program interested in participating in the NFLP at your school.
3. Describe NFLP student participation at your school and whether the program is expected to expand. Applicants must also include a loan disbursement plan submitted with the application as **Attachment 6**.
4. Provide information on the number of program participants that graduated and obtained a full-time Nurse Faculty position and received loan cancellation.
5. Describe the need for diversity within the nursing workforce, in particular among nurse faculty.

RESPONSE TO PROGRAM PURPOSE

(a) WORK PLAN & METHODOLOGY

You must describe your objectives and provide evidence for how they link to the project purpose and stated needs above. Describe how your objectives link to each of the previously described program requirements and expectations in this funding opportunity announcement.

In the Work Plan:

1. Describe the institution's past performance in recruiting, retaining, mentoring and providing academic support to students supported by NFLP, to include students historically underrepresented in nursing and among nursing faculty. If you are a newly established school or do not have historical data on past performance, please provide a plan for addressing these issues in your application.

2. Provide specific information on how students will be made aware of the program guidelines and requirements; and identify the person responsible for advising the student on the enrollment, employment requirements and the cancellation provision.
 - a. Student borrowers must sign an annual commitment letter stating their intent to seek full-time faculty positions following graduation. A copy of this commitment letter must be attached as **Attachment 7**.
3. Describe the nursing curriculum offered to prepare students to apply teaching strategies and any existing or proposed methods to evaluate student learning outcomes.
4. Describe methods to assist NFLP student borrowers with obtaining full-time faculty employment after graduation
 - a. Applicants must provide evidence of a collaborative partnership with nurse faculty employing entities to fill faculty positions to increase partnerships and networking opportunities for student borrowers. A copy of the collaborative partnership agreement between the institution applying for this announcement and a hiring agency must be attached as **Attachment 8**.
5. For past recipients of NFLP grants, describe the institution's success in directing NFLP funds to students who successfully secured full-time faculty positions upon program completion.

(b) RESOLUTION OF CHALLENGES

Discuss challenges that are likely to be encountered in:

1. Recruiting and identifying student-level nursing students to receive loan support
2. The management and oversight of borrower records
3. Tracking and supporting graduates with obtaining full-time employment
4. Assisting faculty to meet their service obligation

For applicants that have received funding for the NFLP within the last four (4) years, include a brief description of the challenges encountered and the approaches used to resolve such challenges.

IMPACT -- EVALUATION AND TECHNICAL SUPPORT CAPACITY

Applicants must describe their plan for program performance evaluation. The evaluation plan must include descriptions of the input, key processes, variables and outcomes expected as it relates to student recruitment, training retention, graduation, loan disbursement activities and ongoing monitoring and tracking of NFLP graduates. Evaluation methods must also address specific metrics to ensure the goals of the program –training, graduation, and job placement of program graduates into nurse faculty positions – are being met. The applicant must demonstrate evidence that the evaluative measures selected will be able to assess: 1) the extent to which the program objectives have been met, and 2) the extent to which these can be attributed to the project.

Applicants must include a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes to HRSA.

At the following link, you will find the required data forms for this program:

<http://bhw.hrsa.gov/grants/reporting/index.html>.

Applicants must describe any potential obstacles for implementing program evaluation and meeting HRSA's performance measurement requirements, and how those obstacles will be addressed.

PROJECT SUSTAINABILITY

The NFLP provides federal financial support for the creation of a revolving loan fund from which students can be supported without continual grant funds; by design, the NFLP is a sustainable program. New NFLP applicants and existing NFLP recipients are required to describe planned activities or ongoing plans and processes to:

1. Continue to design, implement and refine their nursing curriculum to best prepare students to apply teaching strategies, and effective methods for evaluating student learning outcomes.
2. Collect lessons learned from past NFLP experiences to share with current students (ideally through some sort of mentoring program) and apply best practices from graduates who successfully secured full-time nurse faculty positions.
3. Manage and monitor the revolving loan fund.

ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES

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.

Applicants must describe their capacity to effectively manage the programmatic, fiscal, and administrative aspects of the NFLP grant. Provide information on the applicant organization's current mission and structure. Provide information on the program's resources and capabilities to support provision of NFLP funds.

iii. Budget

NFLP is a formula-based grant program that does not require submission of a budget.

iv. Budget Justification Narrative

NFLP is a formula-based grant program that does not require submission of a budget justification narrative.

v. NFLP Program Specific Data Forms (NFLP Tables)

As part of the application submitted through Grants.gov, applicants must also complete and electronically submit the NFLP Program Specific Data Forms (NFLP Tables) by the

established and published application due date. A reference copy of the program specific form is provided under Appendix C of this guidance. **The NFLP Tables are essential in determining the award calculation.** Therefore, incomplete or missing data will deem the application as non-responsive to the funding opportunity and the application will not be considered for funding.

vi. Attachments

Please provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit. Each attachment must be clearly labeled.**

Attachment 1 – Accreditation Documentation or New Program Approval. Required.

Documentation of Accreditation

Applicants must submit documentation of program accreditation. The documentation must be in the form of a letter on official letterhead by the accrediting body including the start date of approval or accreditation, and is to be signed and dated by the accrediting agency. No other forms of accreditation documentation, including certificate of accreditation, will be accepted.

Applicants must provide documentation of approvals for new programs (i.e., new tracks or specialties or substantive program change) with the application. Applicants must provide documentation needed to enroll students into the program, including those approvals needed for new courses and programs of study.

Accreditation for existing programs and approvals for new programs must be effective prior to the start of the budget/project period during which support will be received.

A. Accreditation for Existing Programs:

- Master's and doctoral degree programs in nursing must submit a letter of accreditation from the accrediting agency (CCNE, ACEN).
- If offering a nurse anesthesia degree program, an accreditation letter by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) is required to be submitted.
- If offering a nurse-midwifery degree program an accreditation letter by the Accreditation Commission for Midwifery Education (ACME) is required to be submitted.
- If offering either a Doctor of Education (EdD) or a Doctor of Philosophy (PhD) with a concentration in nursing, a letter of accreditation from the regional association of higher education for your state must be included along with your application. The U.S. Department of Education recognizes the following boards/committees to provide accreditation to doctoral degree programs: the Middle States Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, the Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission, and the Western Association of Schools and Colleges.

B. Accreditation for Newly-Established Graduate Programs of Nursing:

A new graduate program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application for a grant or contract under this title, eligible for accreditation by such a recognized nursing accrediting agency, shall be deemed accredited for the purposes of this title if certain conditions are met.

New graduate programs of nursing associated with the proposed project that are just beginning the accreditation process and wish to establish eligibility must contact a national nursing accrediting agency recognized by the Secretary of the Department of Education before requesting a reasonable assurance letter from the U.S. Department of Education. A letter of reasonable assurance is an assessment by the U.S. Department of Education stating the applicant is expected to receive timely accreditation upon submission of its application to HRSA.

Applicants must provide approval for new programs or a reasonable assure letter, if applicable.

If accreditation is pending or not yet granted:

- Requests for letters of reasonable assurance made to the Department of Education to allow for processing time, should be submitted **at least 45 days prior to the HRSA application due date.**
- The letter of reasonable assurance, from or on behalf of the Department of Education, must be submitted along with the application stating that the program will meet the accreditation standards effective prior to the start of the budget/project period during which support will be received.
- The accrediting body must be identified by the Department of Education within the letter of reasonable assurance.
- Applicants will need to submit contact names, addresses, phone numbers, email addresses and all correspondence sent to the Department of Education.

Doctoral degree programs in nursing to be supported under this announcement must have approvals recognized by the institutional boards/committees from the regional association of higher education for your state and must be included along with your application. The U.S. Department of Education recognizes the following boards/committees to provide accreditation to doctoral degree programs: the Middle States Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, the Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission, and the Western Association of Schools and Colleges.

Substantive Change Notification

Accredited nursing programs that modify (for example, a change to a BSN-DNP program), or add nursing specialties (e.g., Psych Mental Health NP program) to an existing program require a substantive change notification submitted to the national nursing accrediting body. A letter of notification to the accrediting body and the subsequent approval of such change must be signed, dated and submitted as **Attachment 1** along with this application.

Attachment 2 – Biographical Sketch of Project Director. Required.

Include a biographical sketch for the Project Director, not to exceed two pages in length. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

Attachment 3 – Sample Plan for Full-Time and Part-Time Students. Required.

Provide your institution's definition of full-time and part-time student study and a sample plan of study for full-time and part-time students (3-year and 5-year plan) for each advanced degree program. Institutions must clearly describe how the part-time plan of study will enable the student to progress through the required educator courses in order to meet graduation requirements.

Attachment 4 – Educator Component/Coursework Description. Required.

Provide the following information for each education component (didactic and practicum): course title and catalog number, whether the education component is offered for both the master's or doctoral programs, objectives, topical outline, teaching-learning methods, the number of credits hours, and specify whether it is required or elective. Applicants **must** use the following format to describe **each** education component:

- Course title and number
- Specify master's and/or doctoral offering
- Provide number of credit hours/practicum hours
- Specify whether the course is required or elective for NFLP recipients
- Course objective and competencies addressed
- Teaching/learning methods (e.g., didactic, clinical, online, etc.)

Attachment 5 – Maintenance of Effort Documentation. Required.

Applicants must provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart similar to the one below. HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
<p>FY 2015 (Actual)</p> <p>Actual FY 2015 non-Federal funds, including in-kind, expended for activities proposed in this application.</p> <p>Amount: \$ _____</p>	<p>FY 2016 (Estimated)</p> <p>Estimated FY 2016 non-Federal funds, including in-kind, designated for activities proposed in this application.</p> <p>Amount: \$ _____</p>

Attachment 6 – Loan Disbursement Plan. Required.

Section A - All NFLP applicants

Applicants must provide a disbursement plan for the new NFLP funds being requested in this application. Institutions must include a schedule of the disbursements planned for students that will receive loan support during the funded project period. The disbursement plan must specify disbursements for only those students that are enrolled and must not include students that have not been accepted to the nursing program. The detailed schedule should document the following:

- Number of students projected to support listed by full-time or part-time status.
- The date of the disbursements for the full academic year period (fall/spring/summer).
- List the estimated loan amount for each student (eligible costs and fees include: tuition and fees, tools and supplies required for coursework and books).

Section B - Current NFLP Recipients Only

Current NFLP recipients must provide a disbursement plan for **past unused NFLP Funds**. The disbursement plan must specify disbursements for only those students that are enrolled and must not include students that have not been accepted to the nursing program. The detailed schedule should document the following:

- Number of students projected to support listed by full-time or part-time status.
- The date of the disbursements for the full academic year period (fall/spring/summer).
- List the estimated loan amount for each student (eligible costs and fees include: tuition and fees, tools and supplies required for coursework and books).

Attachment 7: Example of NFLP Loan Commitment Letter. Required.

Provide a sample NFLP Loan Commitment Letter that students will sign upon receiving loan support. *See sample provided under Appendix D of this announcement.*

Attachment 8: Statement of Employment Partnership. Required.

Provide evidence of collaborative activities with nurse faculty employing entities to increase networking and employment opportunities for NFLP student borrowers.

Attachment 9 – Documentation of Collaborative Arrangement. If applicable.

Institutions may offer the educator components for student credit through a formal collaboration with another campus or University. Documentation of any formal collaborative arrangement must be attached with the application as Attachment 9.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management

Applicant organizations must obtain a valid DUNS number and provide that number in their application. Each applicant must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the agency under 2 CFR 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If an applicant/recipient organization has already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [*SF-424 R&R Application Guide*](#).

4. Submission Dates and Times

Application Due Date

The due date for applications under this FOA is *November 30, 2015 11:59 p.m. Eastern Time*.

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [*SF-424 R&R Application Guide*](#) for additional information.

5. Intergovernmental Review

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

See Section 4.1 ii of HRSA's [SF-424 R&R Application Guide](#) for additional information.

6. Funding Restrictions

Institutions responding to this announcement may only request funding for a project period of up to one (1) year.

Funds under this announcement must conform to the Uniform Administrative Requirements at 45 CFR 75 Subpart E Cost Principles. Funds may not be used for purposes specified in HRSA's SF-424 R&R Application Guide. In addition, funds may not be used for the stipend support (*i.e.*, living expenses, student transportation cost, room/board, or personal expenses).

The General Provisions in Division G of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235) apply to this program. Please see Section 4.1 of HRSA's [SF-424 R&R Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2016, as required by law.

All program income generated as a result of awarded grant funds must be used for approved project-related activities.

V. Application Review Information

1. Review Criteria

The NFLP is a formula-based grant program that does not require objective review of the application against review criteria. HRSA is responsible for the review of each application for eligibility including accreditation status, Project Director qualifications, completeness, accuracy (including the data reported on all tables) and compliance with the requirements outlined in this Funding Opportunity Announcement.

For previous NFLP recipients, the level of unused accumulated funding in the NFLP loan fund account at your institution will be considered in determining the NFLP award.

The application review and award determination process will consider your institution's unused balance from the past performance report period, whether your school has made loans over recent periods, and your school's default rate from the past report period.

2. Review and Selection Process

The funds appropriated for the NFLP are distributed among participating institutions as a formula-based grant. Program data reported on the HRSA forms (NFLP Program Specific Data Form) are used to determine funding and administer the program. All required program data tables must be submitted electronically in Grants.gov.

Statutory Funding Priority

A funding priority is defined as a favorable adjustment of the formula that determines the amount of the award. As stated under Section 847(f) of the Public Health Service Act, a funding priority is awarded to NFLP applicants that support doctoral nursing students. Under the NFLP, a funding priority will be applied to eligible applications that support students enrolled in doctoral nursing programs (e.g., PhD, DNP, and EdD in Nursing Education).

Please Note: The Health Resources and Services Administration may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)). The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any OPDIV or HHS official or board.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of July 1, 2016.

VI. Award Administration Information

1. Award Notices

[The Notice of Award \(NoA\)](#) will be sent prior to the start date of July 1, 2016. See Section 5.4 of HRSA's [SF-424 R&R Application Guide](#) for additional information.

HRSA, acting on behalf of HHS, will send a NoA to your institution indicating the amount of the Federal Capital Contribution (FCC) provided and the non-federal share (Institutional Capital Contribution (ICC)) that your institution will be required to provide.

Receipt of Award

Your institution will receive the NFLP award via electronic funds transfer. The HHS Payment Management System (PMS) will establish an account for new institutions receiving an award. For information regarding drawdown of funds, contact the Division of Payment Management System (PMS) at <http://www.dpm.psc.gov/>.

All funds awarded for the specified budget/project period must be drawn down from the PMS account and placed in an appropriate interest-bearing, revolving loan fund upon receipt of the NoA. Institutions must conduct all loan activity through the revolving fund rather than multiple drawdowns from the PMS account. Institutions are strongly encouraged to draw

down the full amount of the award (in whole dollars) when the award is made but no later than prior to the end of the budget/project period.

The award must be deposited into the revolving fund established by your institution and must contain the following: FCC grant dollars awarded, the 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

See Section 2 of HRSA's [*SF-424 R&R Application Guide*](#).

3. Reporting

The successful applicant under this funding opportunity announcement must comply with Section 6 of HRSA's [*SF-424 R&R Application Guide*](#) and the following program-specific reporting and review activities:

a. Audit Requirements

Institutions must comply with the audit requirements of 45 CFR 75 Subpart F. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

b. Payment Management Requirements

The NFLP grant award is a FCC. The FCC model requires recipient institutions to establish and maintain a revolving fund with the grant award. Recipients must draw down the full NFLP grant award from the PMS account soon after receipt and 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

1. Federal Financial Report. Not required for this program.

2. Progress Report(s): Not required for this program.

3. Performance Report:

The recipient must submit a Performance Report to HRSA via the EHBs on a semi-annual basis. All recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). Performance Reporting for BHW programs was newly implemented in Fiscal Year 2012. The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a). Further information will be provided in the NoA.

The semi-annual performance reports will cover the following reporting periods:

- Semi Annual Report #1 covers activities between July 1 and December 31. The report must be submitted by January 31 of the following year.
- Semi Annual Report #2 covers activities between January 1 and June 30. The report must be submitted by July 31 of the same year.

4. Final Report: Not required for this program.

5. Tangible Personal Property Report: Not required for this program.

d. Transparency Act Reporting Requirements

New awards (“Type 1”) issued are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (P. L. 109–282) as amended by section 6202 of Public Law 110–252 and implemented by 2 CFR, Part 170. The reporting requirements apply for the duration of the project period and include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., Type 2 (competing continuation), Type 5 (noncompeting continuation), etc.). Grant and cooperative agreement recipients must report information for each first-tier sub award of \$25,000 or more in Federal funds and executive total compensation for the recipient’s and sub recipient’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>).

e. Truth in Lending Act (TILA)

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. See additional TILA information under **Appendix B** of this announcement.

f. Attribution. HRSA requires recipients to use the following acknowledgement and disclaimer on all products produced by HRSA grant funds:

“This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number and title for grant amount (specify grant number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.”

Recipients are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA supported publications and forums describing projects or programs funded in whole or in part with HRSA funding, including websites. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.

VII. Agency Contacts

Institutions 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
Room 10SWH03
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-2353
Fax: (301) 443-6343
Email: kross@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Denise Thompson
Public Health Analyst
Division of Nursing and Public Health
Bureau of Health Workforce, HRSA, HHS
Room 9-89
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1399
Fax: (301) 443-0791
Email: dthompson@hrsa.gov

LCDR Edward W Wroblewski III, BSN
Management Analyst
Division of Nursing and Public Health
Bureau of Health Workforce, HRSA, HHS
Room 9-89
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-4301
Fax: (301) 443-0791
Email: ewroblewski@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center

Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)

E-mail: support@grants.gov

iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Important: Institutions should always ask for and obtain a case number when calling for support.

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET:

HRSA Contact Center

Telephone: (877) 464-4772

TTY: (877) 897-9910

Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. OTHER INFORMATION**Management of NFLP Funds**

The NFLP agreement requires the institution to establish and operate the NFLP fund. Guidance on the management of NLFPS funds can be accessed at <http://bhw.hrsa.gov/nursing/grants/nflp.html>. The guidelines offer a brief introduction to the management of the NFLP fund.

NFLP Technical Assistance Webinar

A 2016 NFLP Technical Assistance Webinar is scheduled to provide an overview of the NFLP funding opportunity, communicate significant program changes and allow new and current NFLP institutions to ask questions pertaining to the information presented. Key staff at your institution that will be involved with administering the NFLP must participate. The information to access the webinar is provided as follows:

Date: Wednesday, September 23, 2015

Time: 1:00pm – 3:00pm Eastern Time

Adobe Connect: https://hrsaseminar.adobeconnect.com/fy16_nflp/

Dial-in Number: 888-469-0951

Participant Passcode: 5568237

The webinar will be recorded for access one hour after the call ends. The audio recording will be available until December 23, 2015 at 9:59pm Central Time.

Audio Replay Number: 866-448-2572

Passcode: 5688

Program Definitions

“Accredited” Refers to programs 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 state agencies, which the Secretary of Education has determined to be reliable authorities as to the quality of education offered at: <http://ope.ed.gov/accreditation/>.

“Advanced Education Nursing Program” Refers to programs of study in a collegiate school of nursing or other eligible entity which leads to a master's or doctoral degree that must

prepare nurses to: serve as nurse practitioners, clinical nurse specialists, nurse-midwives, nurse anesthetists, nurse educators, nurse administrators, public health nurses, or in other nurse specialties determined by the Secretary to require advanced education.

“Certification” Refers to the 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” Refers to 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” Refers to 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 or administrative components. A graduate degree is the minimum requirement for clinical nurse specialty programs.

“Continuing Student” Refers to NFLP loan recipients enrolled the previous academic year and who will continue enrollment in the education program offered by the institution.

“Doctoral Program in Nursing” Refers to 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” Refers to the education courses and preceptor or supervised teaching practical identified within the curriculum that prepares students to become nurse faculty.

“Electronic Distance Learning Methodologies” Refers to electronic media 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 Employment” May include several faculty positions. For the purposes of Nurse Faculty Loan Program loan cancellation, “full-time” nurse faculty employment is defined by the employer of the NFLP borrower. The institution who provided NFLP support to a borrower is able to cancel a portion of the loan based on the hiring institution’s designation of full-time.

“Full-Time Student” Refers to students who are enrolled on a full-time basis as defined by the Registrar’s office at your institution.

“Graduate” Refers to individuals who have successfully completed all institutional requirements necessary to be granted a degree.

“National of the United States” Refers to individuals who owe their 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: the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the U.S. Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

“New Student” Refers to students who have never received NFLP support.

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

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

“Nurse Educator” Refers to a registered nurse who is prepared through master’s 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” Refers to 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).

“Nurse Practitioner” Refers to 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 while using independent and interdependent decision making with direct accountability for clinical judgment.

“Nurse Practitioner or Nurse-Midwifery Program” Refers to 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” Refers to 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” Refers to a clinical learning experience in which the graduate 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.

“Program” Refers to 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” Refers to, in the advanced education nursing program, a registered nurse who has successfully completed a master’s 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” Refers to a person who has graduated from a school of nursing and is licensed to practice as a registered or professional nurse in a State.

“School of Nursing” Refers to an 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.

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA’s [*SF-424 R&R Application Guide*](#).

In addition, BHW has developed a number of recorded webcasts with information that may assist institutions in preparing a competitive application. These webcasts can be accessed at: <http://bhw.hrsa.gov/grants/technicalassistance/index.html>.

APPENDIX A

AGREEMENT WITH U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration Bureau of Health Workforce 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 Student 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 any academic period (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. Student 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 student 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 student 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 legal 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 institutions aware of the rule.

Although HHS may be able to provide general information about this regulation, the responsibility for compliance with the regulation rests with your institution, and it is recommend that institutions consult with their legal counsel for specific guidance on its applicability.

The Federal Reserve's August 14, 2009 final rule applies to institutions 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 TILA requirements for creditors making private education loans apply to institutions that make loans under Title VII and VIII of the PHS Act depends on whether an institution 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. See 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 student borrowers, which must be given at several different times in the loan origination process;
- Permit the student borrower the right to accept the loan at any time within thirty days after receiving the approval disclosures;
- Allow the student 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 student 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 institutions may need to be revised to comply with the TILA disclosure rules.

APPENDIX C

OMB Number: 0915-0378
Expiration Date: 4/30/2017

NFLP Program Specific Data Form

A. Applicant and Program Information

- **Current Fiscal Year:** Enter current fiscal year from this FOA.
- **Previous Recipient:** Select Yes or No
- **Type of Institution:** Select Public or Private
- **Eligible Entity:** Select School/College of Nursing or other department within the institution that offers a graduate nursing degree
- **Education Component/Course Offered** (Provide information for all educator courses offered)

Course Title? (Enter)	Required or Elective? (Select from list)	Distance/Web-based Learning Component? (Yes/No)	Program Degree Level? (Select from list)
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B. ACCREDITATION AND APPROVALS

- **Is the eligible graduate nursing program(s) accredited?** (Yes/No)
If yes, select the accrediting agency from (CCNE, ACEN, ACME and/or COA) and provide expiration date for each accrediting agency selected

C. FEDERAL FUNDS REQUESTED

- **Indicate the total amount of Federal Capital Contribution (FCC) requested.** \$

D. NFLP UNUSED LOAN BALANCE

- **Indicate the amount of unused loan balance from the previous project periods.** \$

E. ENROLLEE DATA (Complete all fields; enter "0" if no enrollees)

Continuing and New NFLP Enrollees Project for Support

Type of Institution	Master's		Post-BSN DNS/PhD		Post-MSN DNS/PhD		Post-BSN DNP		Post-MSN DNP	
	FT	PT	FT	PT	FT	PT				
Public (In-State)										
Public (Out-of-State)										
Private										

Enrollees By Practice Role

Type of Practice Role	Master's	Doctoral
Primary Care Nurse Practitioner		
Acute Care Nurse Practitioner		
Nurse Midwife		
Nurse Anesthetist		
Clinical Nurse Specialist		
Public Health Nurse		
Nurse Administrator		
Nurse Educator		
Other Role: Research (e.g., PhD)		

F. TUITION, REQUIRED TERMS AND CREDIT HOURS

DATA ELEMENT (If the tuition, terms, or credits hours vary, specify range)	MASTER'S PROGRAM				DOCTORAL PROGRAM			
	In-State		Out-of-State		In-State		Out-of-State	
	FT	PT	FT	PT	FT	PT	FT	PT
Type of Degree Program (Select from List)								
Provide Tuition Costs Per TERM								

Number of Terms/Semesters Required per Academic Year	Select from drop-list
Minimum Number of Credit Hours for Full-time Status	Select form drop-list

APPENDIX D

Nurse Faculty Loan Program LETTER OF COMMITMENT (SAMPLE)

I _____ (borrower name), understand that upon receiving loan support under the Nurse Faculty Loan Program (NFLP) at _____ (school name) for the academic year _____ (academic year), I agree to complete the _____ (MSN or DNP, PhD) degree program as a full-time or part-time student for the program of study periods required to graduate from the program.

I agree to:

- Enroll for at least two consecutive terms/semesters each academic year of loan support;
- Sign the NFLP Promissory Note for each year of NFLP loan support; and
- Complete the required educator courses/components prior to graduating from the program.

Following graduation from the program, I intend to pursue and obtain a full-time nurse faculty position at an accredited school of nursing within 12 months. I agree to participate in the nurse faculty employment support activities (e.g., job fairs, resume writing workshop, networking at nursing conferences, etc.) offered by the school.

I have read and fully agree to this Letter of Commitment.

Signed _____ Date _____

Print name _____