INSTRUCTIONS for filling out:

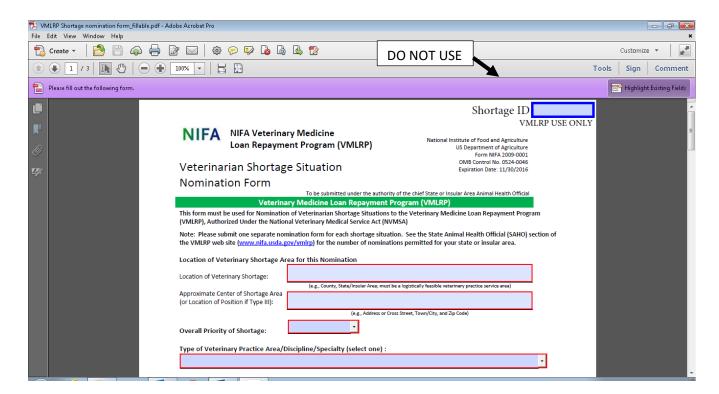
Veterinarian Shortage Situation Nomination Form (NIFA 2009-0001, OMB 0524-0046)

The Veterinarian Shortage Situation Nomination Form for the VMLRP is now a fillable pdf form that MUST be submitted through the form. This process enables the information entered into the form to be transmitted to NIFA in a data format. The data format reduces the need for VMLRP staff to enter the data into different systems and allows for more rapid analysis of the types shortages submitted. Please note, you need to see the red boxes on the form for the fillable form to work correctly. Therefore download the form to your computer before filling out. It won't work if you try to fill out from a web browser.

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

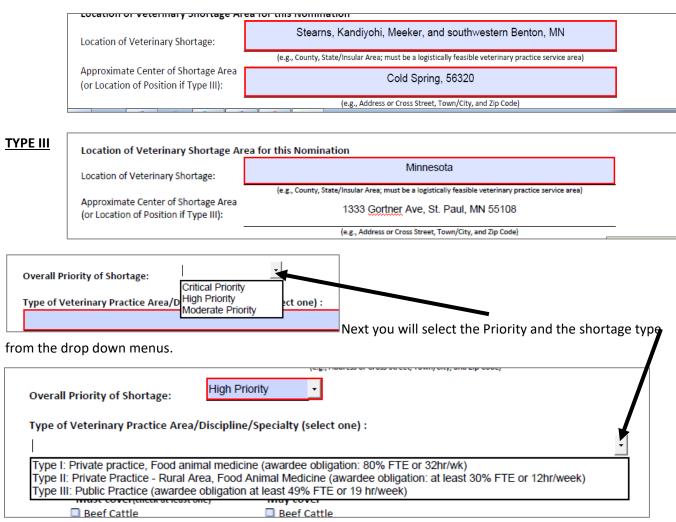
FILLING OUT THE FORM

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

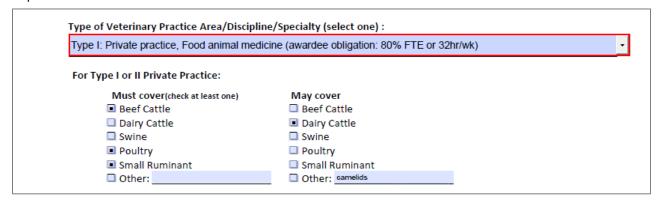


The first 2 fields are for typing in the location and center of the location information. For the location of the Veterinary Shortage just list the counties (or equivalent) followed by the state and any additional location information. DO NOT add modifiers like "county" or "parish". The center should be a city name, GPS coordinates or an address for employment for type III shortages. See a Type I or II and a Type III example below. Note when the cursor is in the shaded area that area turns white.

TYPE I or II



For Type I or II you will then select the MUST Serve and MAY SERVE animals by clicking the box next to the appropriate animal if not listed select other and write in. Refer to the online guidance document for an explanation of MUST or MAY serve.



For Type III enter the employer, position and service discipline.

Type III: Public Practice (awardee obligatio	on at least 49% FTE or 19 hr/week)
For Type I or II Private Practice:	
Must cover(check at least one)	May cover
Beef Cattle	☐ Beef Cattle
Dairy Cattle	☐ Dairy Cattle
Swine	☐ Swine
Poultry	☐ Poultry
Small Ruminant	☐ Small Ruminant
Other:	Other:
For Type III Public Practice:	
Employer: University of Minnesota	Position Title: Veterinary Diagnostician
Please select one or more specia	alty/disciplinary areas:
Food Safety	
Public Health	
Epidemiology	
Other: Pathology	

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

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

50 %

For the next 4 questions enter your response. NOTE once you hit the maximum character number you cannot continue to type in the box.

Please describe any past efforts to recruit and retain a veterinarian in the shortage situation identified above (limit your response to 750 characters or less).

An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further. An example of reaching 750 characters and not being able to type any further.

After answering the questions read and check the affirmation boxes, enter your contact information and then submit the form.

SAHO nominator must check both boxes below in order for NIFA to consider this nomination for official designation

- By checking this box, I affirm that this form represents a nomination and is subject to NIFA review and approval.
- By checking this box, I affirm that it is my professional opinion that this is a bona fide food supply or public health-related veterinary shortage situation. I affirm due diligence has been invested to identify this area as a shortage situation of at least moderate priority (severity).

Authorized State or Insular Area Animal Health Official or designee:



SUBMITTING THE FORM

Once the form is completed, perform a final review of the form to enusre all fields are filled out properly and with the correct information. There have been situations in the past where those submitting multiple shortage nominations have mixed up information pertain to different shortage nomination areas. After you have confirmed that all necessary fields are filled out, you will need to save the completed form as a pdf, and send the file as an attatchement in an email to VMLRP.application@usda.gov. If you are submitting more than one shortage nomination you can attatch multiple shortage nomination forms to a single email, they do not have to be sent individually.