

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.

VMLRP Shortage nomination form_fillable.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 3 [Icons] 100% [Icons]

Tools Sign Comment

Please fill out the following form. Highlight Existing Fields

Shortage ID [Red Box] **VMLRP USE ONLY**

NIFA NIFA Veterinary Medicine Loan Repayment Program (VMLRP)

National Institute of Food and Agriculture
US Department of Agriculture
Form NIFA 2009-0001
OMB Control No. 0524-0046
Expiration Date: 11/30/2016

Veterinarian Shortage Situation Nomination Form

To be submitted under the authority of the chief State or Insular Area Animal Health Official

Veterinary Medicine Loan Repayment Program (VMLRP)

This form must be used for Nomination of Veterinarian Shortage Situations to the Veterinary Medicine Loan Repayment Program (VMLRP), Authorized Under the National Veterinary Medical Service Act (NVMSA)

Note: Please submit one separate nomination form for each shortage situation. See the State Animal Health Official (SAHO) section of the VMLRP web site (www.nifa.usda.gov/vmlrp) for the number of nominations permitted for your state or insular area.

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage: [Red Box]
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area (or Location of Position if Type III): [Red Box]
(e.g., Address or Cross Street, Town/City, and Zip Code)

Overall Priority of Shortage: [Red Box]

Type of Veterinary Practice Area/Discipline/Specialty (select one) : [Red Box]

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

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area
 (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

TYPE III

Location of Veterinary Shortage Area for this Nomination

Location of Veterinary Shortage:
(e.g., County, State/Insular Area; must be a logistically feasible veterinary practice service area)

Approximate Center of Shortage Area
 (or Location of Position if Type III):
(e.g., Address or Cross Street, Town/City, and Zip Code)

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

Next you will select the Priority and the shortage type

Overall Priority of Shortage:

Type of Veterinary Practice Area/Discipline/Specialty (select one):

MUST cover (check at least one)

☐ Beef Cattle

MAY cover

☐ Beef Cattle

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.

Type of Veterinary Practice Area/Discipline/Specialty (select one):

For Type I or II Private Practice:

Must cover (check at least one)	May cover
<input checked="" type="checkbox"/> Beef Cattle	<input type="checkbox"/> Beef Cattle
<input type="checkbox"/> Dairy Cattle	<input checked="" type="checkbox"/> Dairy Cattle
<input type="checkbox"/> Swine	<input type="checkbox"/> Swine
<input checked="" type="checkbox"/> Poultry	<input type="checkbox"/> Poultry
<input checked="" type="checkbox"/> Small Ruminant	<input type="checkbox"/> Small Ruminant
<input type="checkbox"/> Other: <input type="text" value=""/>	<input type="checkbox"/> Other: <input type="text" value="camelids"/>

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

Type III: Public Practice (awardee obligation at least 49% FTE or 19 hr/week)

For Type I or II Private Practice:

<p>Must cover(check at least one)</p> <p><input type="checkbox"/> Beef Cattle</p> <p><input type="checkbox"/> Dairy Cattle</p> <p><input type="checkbox"/> Swine</p> <p><input type="checkbox"/> Poultry</p> <p><input type="checkbox"/> Small Ruminant</p> <p><input type="checkbox"/> Other: _____</p>	<p>May cover</p> <p><input type="checkbox"/> Beef Cattle</p> <p><input type="checkbox"/> Dairy Cattle</p> <p><input type="checkbox"/> Swine</p> <p><input type="checkbox"/> Poultry</p> <p><input type="checkbox"/> Small Ruminant</p> <p><input type="checkbox"/> Other: _____</p>
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For Type III Public Practice:

Employer: University of Minnesota Position Title: Veterinary Diagnostician

Please select **one or more** specialty/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.

%

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

[illegible]

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:

Name:

First Last

Title:

Program Coordinator

Organization:

USDA-NIFA-IFPS

Email:

VMLRP.applications@usda.gov

Telephone Number:

202-401-4986

(Area code required)

SUBMITTING THE FORM

Once the form is completed, perform a final review of the form to ensure 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 attachment in an email to VMLRP.application@usda.gov. If you are submitting more than one shortage nomination you can attach multiple shortage nomination forms to a single email, they do not have to be sent individually.