Education Loan Repayment Assistance Program  
** Application Requirements **

Candidates for the Education Loan Repayment Assistance Program are required to submit an application for each year of participation in the program. Applications are due to the program administrator no later than September 30th.

I. **Review Criteria**

Applicant must demonstrate potential and commitment to developing excellence in the areas of clinical practice advancement, education, investigation, and administration/service.

1. **Clinical Practice Advancement.** Service on professional society or clinical guideline committees, participation in quality improvement projects/programs, presentations on clinical topics, development of protocols/care process models, oversight of patient care, demonstrated commitment to improving clinical skills, etc.

2. **Education.** Curriculum development or dissemination, mentoring/supervising, learner assessment, presentations on educational topics, development of teaching methods, etc.

3. **Investigation.** Efforts to generate or advance new knowledge, bench research, clinical trials, quality improvement projects, evaluation of educational efforts, external funding, publications, collaboration/team science, etc.

4. **Administration/Service.** Leadership roles, work on committees, administrative presentations/workshops, participation in organizational efforts to meet strategic goals, innovation in administrative or service efforts, work as part of inclusion, sustainability, or outreach efforts, etc.

5. **Division Chief’s Recommendation.** Division chief recognizes applicant as an asset to the division and expresses confidence in applicant’s continued commitment and positive contribution.

II. **Required Documents**

Applications are evaluated based on evidence of the areas above as provided in candidate’s personal statement and curriculum vitae.

1. **Signed Program Guidelines.** A signed copy demonstrating the applicants understanding and acceptance of the Program Guidelines.
2. **Curriculum Vitae.** A current CV that includes activities within the areas of evaluation.

3. **Personal Statement.** A brief statement of candidate’s overall focus and contributions to pediatric subspecialty care of patients and their families. Statement should also describe relevant prior year accomplishments and objectives for the upcoming year. Please limit personal statement to two pages.

4. **Loan Account Statement.** A copy of the most recent account statement(s) from all education loan lenders showing outstanding balance and lender remit address.

5. **Letter of Recommendation.** A confidential letter of recommendation from the candidate’s Division Chief submitted directly to the Program administrator.
   - *For chief resident applicants*: Residency Program Director should indicate candidate accomplishments and contributions to the program throughout the candidate’s residency.
   - *For applicants new to the division*: Chief should indicate key factors in the decision to hire the candidate as well as the candidate’s anticipated contributions to the division for the coming year.
   - *For applicants in the division for at least one year*: Chief should describe the candidate’s prior-year achievements and contributions to the division as well as anticipated contributions for the coming year.

**Note:** Please make sure an up to date, full mailing address is included on at least one of these documents. Decision notification letters are mailed via U.S. Mail in late November.

### III. Application Submission

Required documentation submitted using one of the following options:

**Campus Mail:** Ashley Sacharny  
Department of Pediatrics  
Williams Building

**U.S. Mail:** Ashley Sacharny  
University of Utah  
Department of Pediatrics  
P.O. Box 581289  
Salt Lake City, UT 84112

**Email:** ashley.sacharny@hsc.utah.edu