

SURF Program @ NIST

Application Checklist

Application Deadline: February 12, 2016

Use this checklist as a guide to creating a complete SURF Application. (Please refer to the Federal Funding Opportunity announcement for details.)

Which NIST location(s) are you applying to for SURF 2016?

- ☐ SURF Boulder (Boulder, CO)
- ☐ SURF Gaithersburg (Gaithersburg, MD)

TO BE PROVIDED BY INSTITUTION:

- ☐ SF 424 (4040-004, Exp: 8/31/2016) - Application for Federal Assistance
- ☐ SF 424A (Rev. 7/97) - Budget Information- Non-Construction Programs
- ☐ SF 424B (Rev. 7/97) – Assurances – Non-Construction Programs
- ☐ CD 511 (Rev. 1-05) - Certification Regarding Lobbying
- ☐ SF LLL (Rev. 7/97) - Disclosure of Lobbying Activities
- ☐ Institution cover letter with a very brief department description (possibly including a URL for each student's department) and including a summary list of student names being nominated. Inclusion of a narrative on each student is encouraged.
- ☐ Information below for *each* student. (Note: The information below to be provided by *each* student should NOT be sent separately).

TO BE PROVIDED BY EACH STUDENT (include in Institution package):

- ☐ Student Application Form
- ☐ Resume
- ☐ Personal statement (including statement of research interests)
- ☐ Two letters of recommendation
- ☐ Transcripts (unofficial copies acceptable)
- ☐ Verification of U.S. citizenship or permanent legal permanent residence (*e.g. copy of birth certificate, passport, or permanent resident card*)
- ☐ Application Checklist (this form)

****SURF Program applications are accepted electronically ONLY. Submit an electronic application via Grants.gov.**

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