SURF NIST Boulder

Application Checklist   Deadline: February 14, 2014

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

TO BE PROVIDED BY INSTITUTION:

- [ ] SF 424 - Application for Federal Assistance
- [ ] SF 424A - Budget Information
- [ ] SF 424B - Assurances
- [ ] CD 511 - Certification Regarding Debarment ...
- [ ] Institution cover letter with a very brief department description (possibly including a URL for each student's department) and including the names of the students being nominated. Inclusion of a narrative on each student from a department chair, dean, or counselor is recommended.
- [ ] 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
- [ ] Copy of transcript (official transcript to be provided by institution, if requested by NIST)
- [ ] Personal statement (including statement of research interests)
- [ ] Resume
- [ ] Two letters of recommendation
- [ ] Verification of citizenship or legal permanent residence; e.g., copy of permanent resident card, birth certificate, passport, etc.
- [ ] Verification that student will arrive at NIST with health coverage; e.g., copy of health insurance card