



Application Checklist **Deadline: February 13, 2015**

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. An independent narrative on each student from a department chair, dean, or counselor is highly 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

Mail Applications to:
Cynthia Kotary
NIST - 104.0\$ 325 Broadway
Bldg. 1, Room 40066 (important if sent via FedEx, UPS, etc.)
Boulder, CO 80305
Phone: 303-497-3319
email: cynthia.kotary@nist.gov