SURF Program @ NIST

Application Checklist

Application Deadline: February 13, 2015

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

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)

Submit an electronic application via Grants.gov. If applying by paper, send the application by mail or express delivery to:

SURF @ Gaithersburg, MD
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