SURF Program @ NIST

Application Checklist

Application Deadline: February 14, 2014

Use this checklist as a guide to creating a complete SURF Application. (Please refer to the Federal Register 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)

Submit application via **Grants.gov** or by **mail** to the following addresses depending on which NIST campus the student(s) would like to attend:

SURF @ Boulder, CO	**SURF @ Gaithersburg, MD**
Cynthia Kotary	Anita Sweigert
NIST - 104.0, 325 Broadway	NIST - 100 Bureau Drive, Stop 8400
Bldg. 1, Room 4006	Bldg 221/ Rm B160
Boulder, CO 80305	Gaithersburg, MD 20899-8400
Phone: 303-497-3319	Phone: 301-975-4201
email: cynthia.kotary@nist.gov	email: anita.sweigert@nist.gov