

APPLICATION INSTRUCTIONS

OVERVIEW

The application consists of three **mandatory** elements: Formal Proposal and Information about the Applicant Institution; Student Information, and Required Forms.

Formal Proposal and Information about the Applicant Institution:

- (1) description of the institution's education and research programs; and
- (2) a summary list of the student(s) being nominated.

Student Information (student's name and university should appear on all of these documents):

For each student:

- (1) student application information cover sheet (can be found at <http://www.nist.gov/surfgaithersburg/upload/apchklst2013.pdf>);
- (2) academic transcript for each student nominated for participation (it is recommended that students have a G.P.A. of 3.0 or better, out of a possible 4.0);
- (3) a statement of motivation and commitment from each student to participate in the 2013 SURF program, including a description of the student's prioritized research interests;
- (4) a resume for each student;
- (5) two letters of recommendation for each student; and
- (6) copy of passport, green card, or birth certificate as confirmation of U.S. citizenship or permanent legal resident status for each student.

Required Forms

The following forms are available as part of the Grants.gov application kit and can be completed through the download application process.

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Nonconstruction Programs
- SF-424B, Assurances – Nonconstruction Programs
- CD-511, Certification Regarding Lobbying

The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

For an application to be considered complete, it must meet all the application documentation requirements stated in the Federal Funding Opportunity notice.

PAPER SUBMISSION

For the CNST, EL, MML/NCNR, ITL, and PML SURF NIST Gaithersburg Programs, an application kit, containing all required forms and certifications, may be obtained by accessing the following website:
<http://www.nist.gov/surfgaithersburg/>.

An application kit for the Gaithersburg programs may also be obtained by contacting Ms. Anita Sweigert, Administrative Coordinator, SURF NIST Gaithersburg Programs, National Institute of Standards and Technology, 100 Bureau Drive, Stop 8400, Gaithersburg, MD 20899-8400, (301) 975-4200.

Applicant institutions must submit one (1) signed original.

Applications that are sent via surface mail should be sent to Ms. Anita Sweigert, at the address cited above.

ELECTRONIC SUBMISSION

The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes from 3 to 5 business days. If problems are encountered, the registration process can take up to 2 weeks. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov. It may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received, and (b) call Grants.gov directly at 800-518-4726 for immediate assistance. Grants.gov hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Standard Time (except for Federal holidays).

Users of Grants.gov (www.grants.gov) will be able to download a copy of the application package, complete it off line, and then upload and submit the application package and associated proposal information via the Grants.gov website.

Applicants should follow the Application Instructions provided at Grants.gov when submitting a response to this funding opportunity. Applicants are encouraged to start early and not wait to the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov.

Applicant may choose to scan or create the necessary documents and then attach them to the application in Grants.gov. **The following forms and documents are required, but are not available on Grants.gov:**

Institutional Description and Formal Proposal that nominates students

Student Information – one of each for each student that is being nominated:

- Student Application Form (can be found at <http://www.nist.gov/surfgaithersburg/upload/apchklst2013.pdf>)
- Official Transcript
- Personal Statement
- Resume
- Two letters of Recommendation
- Copy of student's passport, green card, or birth certificate as verification of citizenship or legal permanent resident

If you choose to apply via Grants.gov all requirements of the application must be included.

For further information or questions regarding applying electronically for the 2013-NIST-SURF-G-01 announcement please contact Christopher Hunton at 301-975-5718, e-mail address christopher.hunton@nist.gov .