

## Checklist for the NIST Summer Institute

- ✚ To be provided by the “applicant”, which is the school district or accredited private education institution applying for the grant:
  - ✓ SF-424 - Application for Federal Assistance
  - ✓ SF-424A- Budget Information
  - ✓ SF-424B - Assurances – Non-Construction Programs
  - ✓ CD-511 - Certification Regarding Lobbying
  - ✓ SF-LLL - Disclosure of Lobbying Activities, as applicable
  - ✓ Additional:
    - (1) **Project Narrative.** This is a word-processed document, not to exceed five (5) pages, written by the applicant; it must contain the following information.
      - a. Description of the applicant’s education programs that make it eligible to submit a NIST Summer Institute Program application, specifically, offering science classes at grade levels six (6), seven (7), and/or eight (8) (often termed middle school), including a description of its course offerings in general science fields, such as earth science, physical science, chemistry, physics, and/or biology.
      - b. Summary list of the teacher(s) being nominated and certification that:
        - Certify that each nominated teacher will have teaching responsibilities in general science fields at grade levels six (6), seven (7), and/or eight (8) (often termed middle school) in the 2019-2020 school year. (Applicants must certify to the best current knowledge/plans of the public-school district or accredited private educational institution in the U.S. or its territories at the time of application submission.);
        - Each nominated teacher is a U.S. citizen or permanent U.S. resident; and
        - If applicable, that the nominated teacher is from a “high-need school” as defined in 20 U.S.C. § 1021(11).
    - (2) A completed and signed NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET), for each teacher (NOTE: The information provided by each teacher should NOT be sent separately and must be included with the Applicant’s application.)
- ✚ To be provided by each teacher:
  - ✓ A completed and signed NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute). NOTE: The information provided by each teacher should NOT be sent separately and must be included with the school district’s or accredited private education institution’s (the “Applicant’s”) grant application. NIST-1103’s sent separately will not be accepted for consideration.



## Hints for filling out the grant forms for the NIST Summer Institute

### ✚ On the Federal assistance SF 424 form:

1. Type of submission: check “**Application**”
2. Type of Application: check “**New**”
3. Leave blank
4. We don’t use this field, however, feel free to put in your own Applicant identifier that you would like to use for your records.
5. Leave blank
6. Leave blank
7. Leave blank
8. Enter in the requested information about your school district or accredited private education institution.
9. Type of Applicant...**FILL THIS IN** with the name of your school district or name of the accredited private education institution Name of Federal Agency: **National Institute of Standards and Technology**

**10. Catalog of Federal Domestic Assistance Number: 11.620 CFDA**

Title: **NIST Summer Institute for Middle School Science Teachers**

**11. Funding Opportunity Number: 2015-NIST-SUMMER-INSTITUTE-01**

Title: **NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute)**

12. Leave Blank
13. Areas Affected by Project: List your school’s city, county, and state
14. Descriptive Title of Applicant Project: “**NIST Summer Institute for Middle School Science Teachers**”
15. Congressional Districts: Here is a good web resource to find your Congressional district –  
<https://blog.grants.gov/2017/06/21/how-to-find-your-congressional-district-for-the-sf-424-form/>
16. Proposed Start Date: 5/24/2019 (this gives the teachers time to get money for travel if necessary)

End date: 9/30/2019 (This gives the school district or accredited private education institution time to close out the grant).

17. Estimated Funding
  - a. Enter the same amount from the form SF 424A, line 6.k. (TOTALS)
  - b. Leave blank
  - c. Leave Blank
  - d. Leave blank
  - e. Leave Blank
  - f. Leave Blank
  - g. Enter the same amount from the form SF 424A, line 6.k. (TOTALS)

18. Is Application Subject to Review by State Under Executive Order 12372 Process? – Check “**C. Program is not covered by E.O. 12372**”.

19. Provide an answer

20. Fill out the information for the Authorized Representative for your school district or your accredited private education institution.

### ✚ On the Federal Assistance SF-424A form – “Budget Information – Non-Construction Programs: most of this form will be blank.


1.a. (Row 1, Column (a)) – “**NIST Summer Institute**”

1.b – **11.609**

6. Object Class Categories – Note: We don’t allow fringe benefits or indirect charges

- a. Leave blank
- b. Leave blank
- c. Travel - enter an appropriate amount up to \$2000 for travel and housing times the number of teachers being nominated
- d. Leave blank

- e. Leave blank
- f. Leave blank
- g. Leave blank
- h. Other - enter the amount of \$2000 times the number of teachers that are being nominated
- i. Total - add the amounts in 6.c. and 6.i.
- j. Leave Blank
- k. Total - re-enter the amount from 6.i.

 **On the Federal Assistance SF-424B** form – “ASSURANCES – Non-Construction Programs” – the only things that needs to be completed is at the bottom of the second page – Authorized Official must sign it, put his/her title, put the school’s official name under Applicant Organization, and date it.