NIST Summer Institute
for Middle School Science Teachers
Part of the NIST Program Translating Research Into The Classroom

Hints for filling out the grant forms for the NIST Summer Institute for Middle School Teachers

- To be provided by the "applicant", which is the school district or accredited private education institution applying for the grant:
  - SF 424 (rev. 10/05) – Application for Federal Assistance
  - SF 424A (Rev 7/97) – Budget Information
  - SF 424B (Rev 7/97) - Assurances
  - CD 511 (Rev 1/05) – Certification Regarding Debarment…
  - SF LLL (Rev 7/97) – Disclosure of Lobbying Activities, as applicable
  - Additional:
    (1) Description of the Institution's education programs that make it eligible to submit a NIST Summer Institute program application, specifically, offering science classes at grade levels 6,7,and/or 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.
    (2) A summary list of the teacher(s) being nominated, and certification that
        a. Each nominated teacher will have teaching responsibilities in general science fields at grade levels 6, 7, and/or 8 (often termed middle school) in the 2015-2016 school year. (Applicants must certify to the best current knowledge/.plans of the public school district or accredited private education institution in the U.S. or its territories at the time of application submission).
        b. Each nominated teacher is a U.S. citizen or permanent U.S. resident; and
        c. If application, that the nominated teacher is from a "high-need school" as defined in 20 U.S.C. § 1021 (11).
    (3) 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) or the NIST Research Experience for Teachers (NIST RET) (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.

- 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

10. Name of Federal Agency: **National Institute of Standards and Technology**
11. Catalog of Federal Domestic Assistance Number: **11.620 CFDA**
    Title: **NIST Summer Institute for Middle School Science Teachers**
12. Funding Opportunity Number: **2015-NIST-SUMMER-INSTITUTE-01**
    Title: **NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute)**
13. Leave Blank
14. Areas Affected by Project: List your school's city, county, and state
15. Descriptive Title of Applicant Project: "**NIST Summer Institute for Middle School Science Teachers**"
16. Congressional Districts:
    Here is a good web resource to find your Congressional district – http://www.house.gov/writerep/
17. Proposed Start Date: 5/15/2015 (this gives the teachers time to get money for travel if necessary)
    End date: 9/30/2015 (This gives the school district or accredited private education institution time to close out the grant).
18. 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)

19. Is Application Subject to Review by State Under Executive Order 12372 Process? – Check **"C. Program is not covered by E.O. 12372"**.
20. Provide an answer
21. 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
6.a. Leave blank
6.b. Leave blank
6.c. Travel, Enter an appropriate amount up to $2000 for travel and housing times the number of teachers being nominated
6.d. Leave blank
6.e. Leave blank
6.f. Leave blank
6.g. Leave blank
6.h. Other, Enter the amount of $2000 times the number of teachers that are being nominated
6.i. Total – add the amounts in 6.c. and 6.i.
6.j. Leave Blank
6.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.