

SURF Program @ NIST

Application Checklist

Application Deadline: February 12, 2018

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

Which NIST location(s) are you applying to for SURF 2018?

- SURF Boulder (Boulder, CO)
- SURF Gaithersburg (Gaithersburg, MD)

TO BE PROVIDED BY THE INSTITUTION:

- SF 424 (4040-004, Exp: 10/31/2019) - 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 (if applicable)
- 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)

****SURF Program applications are accepted electronically ONLY. Submit an electronic application via Grants.gov.**

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