

NIST-1102  
DAO 203-26

U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND  
TECHNOLOGY

**LETTER OF INTENT  
NIST CONSTRUCTION GRANT PROGRAM**

1. Organization Name:

2. Organization Type:

- Institution of Higher Education
- Non-profit Science Research Organization (attach documentation supporting this type of organization)

3. Project Title:

4. Estimated Project Costs – Indicate whole dollar amounts, not range, e.g., \$12,000,000 not \$10M - \$15M (estimates may change for full proposal):

\$ Federal share  
\$ Non-Federal share (if any)  
\$ Total

5. Principal Investigator/scientist to use facility after facility is built/renovated:

First Name: Last Name: Middle Name:  
Position/Title:  
Organization Name:

CV Summary :

6. Identify Department of Commerce (DoC) organization(s) and the Program Priorities that the field(s) of scientific research to be performed in facility will complement:

Organization    DoC Program Priorities that the Field(s) of Scientific Research will Complement

NIST

NOAA

NTIA

7. Project Synopsis. Summarize the contributions, improvements, and impacts the project will have on science and technology and associated infrastructure. Briefly describe building/facility to be built or expanded.

8. Authorized Representative:

First Name:

Last Name:

Middle Name:

Position/Title:

Mailing address:

Telephone:

E-mail:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for Form NIST-1102, Letter of Intent

A completed NIST-1102, Letter of Intent, is mandatory and must be submitted prior to submission of a full proposal. A full proposal may not be submitted unless NIST has received the required NIST-1102, Letter of Intent, by the deadline and the applicant has received an acknowledgement letter from NIST. If a full proposal is submitted to NIST from an applicant who did not submit the required NIST-1102, Letter of Intent, the full proposal will be rejected and returned to the applicant without review.

It is expected that the NIST-1102, Letter of Intent, will be reviewed for eligibility, and whether or not the scientific research to be performed in the building/facility will complement one or more programs of DoC's three science organizations' program priorities. NIST will send an acknowledgement of the NIST-1102, Letter of Intent, to all applicants who timely submit a NIST-1102, Letter of Intent.

The NIST-1102, Letter of Intent, may only be submitted by paper. An original and two copies of the NIST-1102, Letter of Intent, must be submitted to the following address:

National Institute of Standards and Technology  
Construction Grant Program  
100 Bureau Drive, Stop 4701  
Gaithersburg, MD 20899-4701

(Attn: Anneke Tingle – 301-975-5060)

Failure to provide all required information on the NIST-1102, Letter of Intent, may result in the applicant being ineligible to submit a full proposal.

**Limit on NIST-1102, Letters of Intent, and Full Proposals Per Applicant.** NIST-1102, Letters of Intent, and full proposals are limited to one per applicant organization. Submission of multiple NIST-1102, Letters of Intent, from one applicant organization is not allowed. If more than one NIST-1102, Letter of Intent, is received from the same applicant organization, NIST will acknowledge receipt of each and provide notice that if more than one full proposal is received from the same applicant organization at the time of full proposal submission, all full proposals from that same applicant organization will be rejected and returned without review.

Large, multi-campus academic systems usually have distinct campuses with their own chancellors, student admissions, and separate research or research training activities. Such a campus, which exists as a separate university, with its own student programs and degrees, qualifies as a separate entity for the purpose of submitting a NIST-1102, Letter of Intent and full proposal.

If a university includes multiple colleges of study and some are located some miles from the main university campus on a physically distinct campus, they are not considered separate entities. Campuses in a multi-campus situation may submit independent proposals if they are part of a multi-campus system, such as a state university system or state community college system, and have independent administrative structures typical of universities or community colleges. Campuses headed by Department Heads, Deans, Center Directors or other administrators at similar levels are not eligible to submit an independent proposal.

If a university established a Research Foundation specifically to promote, encourage and provide assistance to the research activities of the university, is a separate non-profit science research organization, incorporated under State laws and regulations, is led by a separate governing board and committees, the Research Foundation would be considered a separate entity but not entitled to submit its own proposal. Although the Research Foundation is a separate entity, it supports the activities of the university and cannot be considered an organization with interests distinct from the university. It has no students or faculty of its own, separate from the university. Accordingly, research proposals submitted by the Research Foundation will count toward the institutional proposal limit.

1. Organization Name. Enter legal name of applicant that will undertake the assistance activity.
2. Organization Type. Place a check in the appropriate box. If "Non-profit Science Research Organization" box is checked, you must attach a copy of the legal supporting documentation for this type of organization.
3. Project Title. Enter a brief descriptive title of the project.
4. Estimated Project Costs. Enter the Federal, non-Federal (if any), and total costs for the entire project. Indicate whole dollar amounts, not range, e.g., \$12,000,000 not \$10M - \$15M (estimates may change for full proposal).
5. Principal Investigator/scientist to use facility after facility is built/renovated. Self-explanatory.
6. Identify Department of Commerce (DoC) organization(s) and the Program Priorities that the field(s) of scientific research to be performed in the facility will complement. Self explanatory.
7. Project Synopsis. Self-explanatory.
8. Authorized Representative. Enter the name and contact information for the person authorized to sign for the applicant organization. The authorized representative must sign and date the form. A copy of the governing body's authorization for you to sign this form as the official representative must be on file in the applicant's office.