

**THE NIST SUMMER INSTITUTE AND THE NIST RET
REQUIRED INFORMATION FOR APPLICATION SUBMISSION**

Required forms and documents

- a. SF-424, Application for Federal Assistance. The list of certifications and assurances referenced in item number 21 of the SF-424 is contained in the SF-424B.
- b. SF-424A, Budget Information – Non-Construction Programs
- c. SF-424B, Assurances – Non-Construction Programs
- d. SF-LLL, Disclosure of Lobbying Activities (if applicable)
- e. CD-511, Certification Regarding Lobbying
- f. Additional Applicant Information. This is a word-processed document written by the applicant, i.e., U.S. public school district or accredited private educational institution, and must contain the following information in no more than 5 pages:
 - 1. Description of the applicant's education programs that make it eligible to submit a NIST Summer Institute/RET application. Specifically, teaching students in the areas of STEM at the middle school level (Grades 6-8). Such schools may offer instruction in, but not limited to, earth science, physical science, chemistry, physics, and/or biology.
 - 2. Summary list of the teacher(s) being nominated and certification that:
 - (a) Each nominated teacher will have teaching involved in teaching areas of STEM at the middle school level (Grades 6-8) in the 2011-2012 school year and
 - (b) Each nominated teacher is a U.S. citizen or permanent U.S. resident.
 - 3. For NIST RET applications only: Address the evaluation criterion of the Applicant's Commitment to Program Goals: The applicant's support of the teacher's intent to use what was learned at NIST as related to the middle school curriculum in the classroom.
- g. 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) (This form is completed by each nominated teacher.)