<p style="text-align:center">**SUPPORTING STATEMENT**
U.S. Department of Commerce
National Institute of Standards and Technology
Summer Undergraduate Research Fellowship (SURF) Program
Student Applicant Information
OMB CONTROL NO. 0693-0042</p>

A.   JUSTIFICATION

This is a request to extend the Office of Management and Budget approval for this information collection; and add the NIST Boulder campus to the SURF Program.

1. Explain the circumstances that make the collection of information necessary.

The Summer Undergraduate Research Fellowship (SURF) Program provides an opportunity for the National Institute of Standards and Technology (NIST) laboratories (at both the Gaithersburg and Boulder campus locations) and the National Science Foundation (NSF) to join in a partnership to encourage outstanding undergraduate students to pursue careers in science and engineering. The program provides research opportunities for students to work with internationally known NIST scientists, to expose them to cutting-edge research and promote the pursuit of graduate degrees in science and engineering. The authority for the SURF Program is 15 U.S.C. 278g-1, which authorizes NIST to fund financial assistance awards to students at institutions of higher learning within the United States.

The purpose of this instrument is to collect the information items detailed in the Proposal Review Process and Evaluation Criteria sections of the Federal Funding Opportunity (FFO) Announcement (copy of the most recent FFO is in ROCIS). The information will be provided by student applicants. The information will be used to determine eligible students, select students for the program using the Evaluation Criteria described in the FFO, and place selected students in appropriate research projects that match their needs, interests, and academic preparation. The information includes: student's name, host institution, e-mail address/contact information, home address, class standing, first- and second-choice of NIST laboratories they wish to apply to (Boulder applicants may select up to six choices of NIST research opportunities), academic major (minor), current overall grade point average (GPA), need for housing and gender (for housing purposes only), availability dates, resume, personal statement of commitment and research interests, two letters of recommendation, academic transcripts, verification of U.S. citizenship or permanent legal residency, and verification of health coverage.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

The information will be used by the central administrative coordinator to determine complete applications, and by the SURF Program Directors and technical reviewers to determine student eligibility, and to evaluate and select students for the program. The Proposal Review Process and the Evaluation Criteria are given in detail in the FFO.

student's name, host institution, e-mail address, home address – Identifying and contact information is needed for such reasons as notification of incomplete packages, initiation of contact with the research advisor, and arrangement of travel.

class standing, academic major (minor) – This information is needed to place students in appropriate research projects that match their needs, interests, and academic preparation.

current overall GPA –This is needed to determine student eligibility and is also an Evaluation Criterion.

first- and second-choice NIST laboratories they wish to apply to (for Boulder, top six choices of NIST research opportunities) – The information is needed to place students in appropriate research projects that match their prioritized research interests.

need for housing and gender – This information is required for housing purposes, since students must share bedrooms.

availability dates – This is needed to place students in appropriate research projects, and to determine if adjustments can be made to accommodate specific academic schedules.

resume, personal statement of commitment and research interests – These are Student Information Items listed under the Proposal Review Process in the Federal Register Notice for the SURF; they provide Evaluation Criteria and are also needed to place students in appropriate research projects that match their interests.

two letters of recommendation, academic transcripts – These are Student Information Items listed under the Proposal Review Process in the Federal Register Notice for the SURF. They are needed to evaluate skills and academic preparation and to place selected students in appropriate research projects that match their needs.

verification of U.S. citizenship or permanent legal residency – These are Student Information Items listed under the Proposal Review Process in the Federal Register Notice for the SURF, and are needed to determine student eligibility for the program.

This information collection and dissemination will comply with the NIST CIO Information Quality Guidelines and Standards.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

Applicants may apply to the SURF Program electronically via the Internet using the grants.gov system (*http://grants.gov/*)   Paper applications will be accepted by following the guidance described in the published FFOs under Section IV. "Application and Submission Information"

4. Describe efforts to identify duplication.

The information needed is itemized and described in the FFO Notices for the SURF Program. This information is not included in the Application Institution's proposal and therefore is not duplicated anywhere.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

Not applicable.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The SURF Program cannot be conducted without the collected information because it assist NIST to evaluate, select, and place students in appropriate research projects that match their needs, interests, and academic preparation.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

The collection will be conducted consistent with OMB guidelines.

8. Provide information of the PRA Federal Register Notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register Notice soliciting public comment was published on Tuesday, July 24, 2012 (Vol. 77, No. 142, pages 43236-43237).

One comment was received from "Jean Public." Based on the response receive, no action was needed. The comment has been uploaded into ROCIS.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts are given to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

No assurance of confidentially is given, however the Freedom of Information Act (FOIA), 5 U.S.C. 552, is the basis for assurance of confidentially. Personnel privacy information would be withheld under FOIA exemption (b)(6): Personnel and medical files and similar files the disclosure if which would constitute a clearly unwarranted invasion of personal privacy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

No questions of a sensitive nature are asked.

12. Provide an estimate in hours of the burden of the collection of information.

It is estimated that approximately 400 (Gaithersburg-300; and Boulder-100) undergraduate students apply to the SURF Program annually. The instrument requires one (1) hour to complete = 400 x 1 hour = **400 hours**.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in Question 12).

Not applicable.

14. Provide estimates of annualized cost to the Federal government.

It is estimated that it takes 5 minutes to review an entire application. Each application is required to have three reviews per the FFO, 5 minutes x 400 x 3 = 6,000 minutes = 100 hours. The hourly rate of the Federal Employee performing the reviews is $45.

100 hours x $45 = $4,500.

15. Explain the reasons for any program changes or adjustments.

Adjustments

NIST is requesting to add the Boulder campus and Student Application instrument to the SURF Program, an increase of 100 respondents/responses.

The Gaithersburg campus estimates an increase of approximately 100 applications based on usage since the previous submission (from 200 to 300).

NIST is also proposing to reduce the estimated response time to complete an application package from 2 hours to 1 hour, which would decrease the previously approved burden hours from 400 to 300 hours (-100). This decrease was determined based on direct feedback received from previous applicants of the program.

Adjusted Totals: Respondents/responses increased from 200 to 400 but the burden hours remain the same, 400, due to decrease in response time.

16. For collections whose results will be published, outline the plans for tabulation and publication.

The results of this collection will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Not Applicable.

18. Explain each exception to the certification statement.

There are no exceptions.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.