**SURF Program @ NIST**

***Application Checklist***

**Application Deadline: February 15, 20XX**

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

***Which NIST location(s) are you applying to for SURF 20XX?***

 SURF Boulder (Boulder, CO)

 SURF Gaithersburg (Gaithersburg, MD)

**TO BE PROVIDED BY INSTITUTION:**

 SF 424 (4040-004, Exp: 8/31/2016) - 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

 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.**