

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](https://www.grants.gov).**