

## National Institute of Standards and Technology

# SURFing Application Checklist

**Application Deadline: February 16**

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

### TO BE PROVIDED BY INSTITUTION:

- SF 424 (Exp. 1/09) - Application for Federal Assistance
- SF 424A (Exp. 4/08) - Budget Information
- SF 424B (Exp. 4/08) - Assurances
- CD 511 (Rev. 1/05) - Certification Regarding Debarment...
- SF LLL (Rev. 7/97) - Disclosure of Lobbying Activities, as applicable
- Institution Description and Formal Proposal (Typically 2-3 pages with a brief department description and including the names of the students being nominated.)
- 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 (including info about citizenship/legal resident)
- Resume
- Two letters of recommendation
- Transcripts (unofficial copies acceptable)
- Personal statement of commitment to participate and description of prioritized research interests
- Verification of U.S. citizenship or permanent legal residence (*e.g. copy of birth certificate, passport, or green card*)

**Mail Applications to:**

**Anita Sweigert**

**NIST - 100 Bureau Drive, Stop 8400**

**(Bldg 221/ Rm B160 – important for FedEx, UPS, type delivery)**

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