

National Institute of Standards and Technology

SURFing Application Checklist

Application Deadline: February 15

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 (Rev 4/92) - Application for Federal Assistance
- SF 424A (Rev 4/92) - Budget Information
- SF 424B (Rev 4/92) - Assurances
- CD 511 (7/91) - Certification Regarding Debarment....
- 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
- Original official transcript
- Personal statement (including statement of research interests)
- Resume
- Two letters of recommendation
- Verification of citizenship or legal permanent resident, e.g., copy of social security card, birth certificate, etc.
- Verification student will arrive at NIST with health coverage, e.g., copy of health insurance card

Mail Applications to:

Anita Sweigert

NIST - 100 Bureau Drive, Stop 8400

(Building 221/ Room B160 – important for FedEx, UPS, etc. type delivery)

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