

Instructions for Applying for the NIST Announcement 2010-SURF-B-01:

The following forms are available as part of the Grants.gov application kit and can be completed through the download application process.

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Nonconstruction Programs
- SF-424B, Assurances – Nonconstruction Programs
- CD-511, Certification Regarding Lobbying

The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

In order for an application to be considered complete it must meet all the application documentation requirements stated in the Federal Funding Opportunity notice.

Applicant may choose to scan or create the necessary documents and then attach them to the application in Grants.gov. **The following forms and documents are required, but are not available on Grants.gov:**

Institutional Description and Formal Proposal

Student Information – one of each for each student that is being nominated:

- Student application form (can be found at <http://surf.boulder.nist.gov>)
- Official transcript
- Personal statement
- Resume
- Two letters of recommendation
- Verification of citizenship or legal permanent resident

If you choose to apply via Grants.gov all requirements of the application must be included.

For further information or questions regarding applying electronically for the 2010-SURF-B-01 announcement please contact Christopher Hunton at 301-975-5718, e-mail christopher.hunton@nist.gov .

The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes from 3 to 5 business days. If problems are encountered, the registration process can take up to 2 weeks. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants are strongly encouraged to start early and not to wait until the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov. It may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received, and (b) call Grants.gov directly at 800-518-4726 for immediate assistance. Assistance from the Grants.gov Help Desk will be available around the clock every day, with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays.