

ELECTRONIC APPLICATION INSTRUCTIONS FOR 2011-NIST-RET-01

Application Package

The standard application package consisting of the standard forms, i.e., SF-424, SF-424A, SF-424B, SF-LLL, and the CD-511, is available at www.grants.gov.

The full application package consisting of all of the required forms, i.e., the standard forms **plus the NIST-1103**, is available at <http://www.nist.gov/iaao/teachlearn/>.

Required Forms and Documents

- (1) SF-424, Application for Federal Assistance. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.
- (2) SF-424A, Budget Information – Non-Construction Programs
- (3) SF-424B, Assurances – Non-Construction Programs
- (4) SF-LLL, Disclosure of Lobbying Activities (if applicable)
- (5) CD-511, Certification Regarding Lobbying
- (6) Additional Applicant Information. This is a word-processed document written by the applying U.S. public school district or U.S. accredited private educational institution and must contain the following information in no more than five (5) pages.
 - (a) Description of the applicant's education programs that make it eligible to submit a NIST RET application. Specifically, teaching students in the fields of STEM at the middle school level (Grades 6-8). Such schools must offer instruction in fields of STEM, including but not limited to earth science, physical science, chemistry, physics, and/or biology.
 - (b) Summary list of the teacher(s) being nominated and certification that:
 - i. Each nominated teacher will have teaching responsibilities in fields of STEM at the middle school level (Grades 6-8) in the 2011-2012 school year;
 - ii. Each nominated teacher is a U.S. citizen or permanent U.S. resident; and

- iii. If applicable, the nominated teacher is from a “high-need school” as defined in 20 U.S.C. § 1021(11) (*see also* Section III.1. of the FFO/ Full Announcement).
 - (c) Address the evaluation criterion of the Applicant's Commitment to Program Goals: The applicant's support of the teacher’s intent to use what was learned at NIST as related to the middle school curriculum in the classroom (*see* Section V.1.b. of the FFO/ Full Announcement).
- (7) NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET)

In order for an application to be considered complete, it must meet all the application documentation requirements stated in the FFO/Full Announcement.

If submitting the application electronically via Grants.gov, items 1) through 5) above are part of the standard application package in Grants.gov. Items 6) and 7) are to be completed and attached as a single PDF document by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance.

The following forms, including required attachments, are not included in the page limit: SF-424, Application for Federal Assistance; SF-424A, Budget Information – Non-Construction Programs; SF-424B, Assurances Non Construction Programs; SF-LLL, Disclosure of Lobbying Activities; CD-511, Certification Regarding Lobbying; and NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET).

Applications must be received by NIST no later than 3:00 p.m. Eastern Time, Thursday, March 24, 2011. This deadline applies to all modes of application submission, including courier services, express mailing, and electronic.

Applications not received by the specified due date will not be considered and will be returned without review. NIST determines whether the applications submitted by mail have been timely received by the deadline by date and time receipt they are physically received by NIST at its Gaithersburg, Maryland campus. For electronic submissions, NIST will consider the date and time stamped on the validation generated by www.grants.gov as the official submission time.

NIST strongly recommends that applicants do not wait until the last minute to submit an application. NIST will not make any allowances for late

submissions, including but not limited to incomplete Grants.gov registration, delays in mail delivery caused by Federal Government security screening for U.S. Postal Service mail, or for delays by guaranteed express mailing and/or couriers. To avoid any potential processing backlogs due to last minute Grants.gov registrations, applicants are highly encouraged to start their Grants.gov registration process at least four (4) weeks prior to the application due date.

Important: All applicants, both electronic and paper submitters, should be aware that adequate time must be factored into applicants' schedules for delivery of their application. Submitters of electronic applications are advised that volume on Grants.gov may be extremely heavy on the deadline date, and if Grants.gov is unable to accept applications electronically in a timely fashion, applicants are encouraged to exercise their option to submit applications in paper format.