

APPLICATION INSTRUCTIONS FOR 2012-NIST-SURF-G-01

The **standard application package** consists of these standard forms, i.e., SF-424, SF-424A, SF-424B, SF-LLL, and the CD-511.

- (1) *SF-424, Application for Federal Assistance.* The SF-424 must be signed by an authorized representative of the applicant organization. The FFO number 2012-NIST-SURF-G-01 must be identified in item 12 of the SF-424. 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) *CD-511, Certification Regarding Lobbying*
- (5) *SF-LLL, Disclosure of Lobbying Activities (if applicable).*

Other required application elements are:

- (6) *Applicant Information.* This is a word-processed document written by the applying college or university and must contain the following information:
 - (a) Description of the institution's education and research programs
 - (b) A summary list of the student(s) being nominated.
- (7) *SURFing Application Checklist*
(<http://www.nist.gov/surfgaithersburg/app.cfm>)
- (8) *NIST SURF Program Student Application Information Form*
(<http://www.nist.gov/surfgaithersburg/app.cfm>), including required documents listed on the form, from each student nominated to participate in the SURF NIST Gaithersburg Program. The student's name and college/university must appear on all of the documents.

If submitting the application electronically via Grants.gov, items (1) through (5) above are part of the standard application package in Grants.gov and can be completed through the download application process.

Items (6) through (8) must be completed and attached by clicking on "Add Attachments" found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov.

Applicants should carefully follow specific Grants.gov instructions at www.grants.gov to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating an application is received does not provide information about whether attachments have been received.

If submitting an application by paper, all of the required application documents should be submitted in the order listed above.

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. Submitters of paper applications should allow adequate time to ensure a paper application will be received on time, taking into account that Federal Government security screening for U.S. Postal Service mail may delay receipt of mail for up to two (2) weeks and that guaranteed express mailings and/or couriers are not always able to fulfill their guarantees.