

APPLICATION INSTRUCTIONS FOR SURF-G-2011-01

Users of Grants.gov (www.grants.gov) will be able to download a copy of the application package, complete it off line, and then upload and submit the application package and associated proposal information via the Grants.gov website.

For electronic submission - Applicants should follow the Application Instructions provided at Grants.gov when submitting a response to this funding opportunity. Applicants are encouraged to start early and not wait to the approaching due date before logging on and reviewing the instructions for submitting an application through Grants.gov.

For paper submission - An application kit for the SURF Gaithersburg Programs, containing all required forms and certifications, may be obtained by accessing the following website: <http://www.nist.gov/surfgaithersburg>. An application kit for the Gaithersburg programs may also be obtained by contacting Ms. Anita Sweigert, National Institute of Standards and Technology, 100 Bureau Drive, Stop 8400, Gaithersburg, MD 20899-8400, (301) 975-4200. Applicant institutions must submit one (1) signed original and two (2) copies of the application.

All SURF NIST Gaithersburg Program proposals, whether received electronically or on paper, are submitted to the Administrative Coordinator, Ms. Anita Sweigert. Each proposal is examined for completeness and responsiveness. Incomplete or non-responsive proposals will not be considered for funding, and the applicant will be notified in writing. The Program will retain one copy of each non-responsive application for three years for record keeping purposes. The remaining copies will be destroyed. Proposals must include the following:

Content and Form of Application Submission

Student Information (student's name and university must appear on all of these documents):

- (1) student application information cover sheet;
- (2) academic transcript for each student nominated for participation (it is recommended that students have a G.P.A. of 3.0 or better, out of a possible 4.0);
- (3) a statement of motivation and commitment from each student to participate in the 2011 SURF Program, including a description of the student's prioritized research interests;
- (4) a resume for each student;
- (5) two letters of recommendation for each student that should address the evaluation criteria in e.1.(A); and

(6) copy of passport, green card, or birth certificate as confirmation of U.S. citizenship or permanent legal resident status for each student.

Information About the Applicant Institution:

- (1) description of the institution's education and research programs; and
- (2) a summary list of the student(s) being nominated.

Institution proposals will be separated into student/institution packets. Each student/institution packet will be comprised of the required application forms, including a complete copy of the student information and a complete copy of the institution information. The student/institution packets will be directed to the SURF NIST Gaithersburg Program or MML/NCNR Sub-program designated by the student as his/her first choice.

Submission Dates and Times All SURF Gaithersburg Program applications, paper and electronic, must be received no later than 5:00 p.m. Eastern Standard Time February 15, 2011.

This deadline applies to any mode of proposal submission, including courier, express mailing, and electronic. Do not wait until the last minute to submit a proposal. NIST will not make any allowances for late submissions, including incomplete Grants.gov registration. Any proposals not received by the due date will not be considered and will be returned to the applicant without review.

Important: All applicants, whether using electronic or paper application, should be aware that adequate time must be factored into applicant schedules for delivery of the application. Applicants submitting electronic applications are advised that volume on Grants.gov is currently extremely heavy, 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. Applicants submitting paper applications should allow adequate time to ensure a paper application will be received on time, taking into account that guaranteed overnight carriers are not always able to fulfill their guarantees.

Instructions for Applying for the NIST Announcement SURF-G-2011-01

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 this Federal Funding Opportunity notice.

Applicants 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://www.nist.gov/surfgaithersburg/app.cfm>)
- Official Transcript
- Personal Statement
- Resume
- Two letters of Recommendation
- Copy of student's passport, green card, or birth certificate as verification of citizenship or legal permanent resident status.

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

Please make a .pdf file of the Institutional Information and the Student Information, and attach it to Form SF-424, field 15, by using the Add Attachments option.

Applicants may choose to scan or create the necessary documents and then attach them to the application in Grants.gov. Applicants should carefully follow specific Grants.gov instructions to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating a proposal is received does not provide information about whether attachments have been received.

For further information or questions regarding applying electronically for the SURF-G-2011-01 announcement please contact Christopher Hunton at 301-975-5718, e-mail address christopher.hunton@nist.gov.

PLEASE BE AWARE that 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. 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 2 weeks or more. Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and must be registered with the Federal Central Contractor Registry and with a Credential Provider, as explained on the Grants.gov web site. After registering, it may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted 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. For assistance with using Grants.gov, you may also contact support@grants.gov.