

# National Institute of Standards and Technology

## Boulder SURFing Application Checklist

**Application Deadline: February 17, 2004**

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 7/97) - Application for Federal Assistance
- SF 424A (Rev 7/97) - Budget Information
- SF 424B (Rev 7/97) - 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 residence, e.g., copy of permanent resident card, birth certificate, etc.
- Verification that student will arrive at NIST with health coverage, e.g., copy of health insurance card

**Mail Applications to:**  
**Mrs. Phyllis Wright**  
**NIST - 346.16, 325 Broadway**  
**(Building 1 Room 4007 - important for FedEx, UPS, etc. type delivery)**  
**Boulder, CO 80305**  
**Phone: 303-497-3244      Fax: 303-497-4062**  
**email: [pkwright@boulder.nist.gov](mailto:pkwright@boulder.nist.gov)**