Notes for filling out SF424, 424A & 424B forms for the NIST SURF Program

On the Federal Assistance SF-424 form:
- 1. Type of Submission: check "**Application**"
- 2. Type of Application: check "**New**"
- 3. leave blank
- 4. We don't use this field; however, feel free to put in your own "Applicant Identifier" that you would like to use for your records.
- 5. leave blank
- 6. leave blank
- 7. leave blank
- 8. Enter in the requested information about your university or college.
- 9. Typical Applicant Types are: (identify up to three types)
    - H. Public/State Controlled Institution of Higher Education
    - O. Private Institution of Higher Education
    - S. Hispanic-serving Institution
    - T. Historically Black Colleges and Universities (HBCUs)
    - U. Tribally Controlled Colleges and Universities (TCCUs)
    - V. Alaska Native and Native Hawaiian Serving Institutions
- 10. Name of Federal Agency: **National Institute of Standards and Technology**
- 11. Catalog of Federal Domestic Assistance Number: **11.609**
    CFDA Title: **NIST SURF Program**
- 12. **2012-NIST-SURF-G-01, Summer Undergraduate Research Fellowship (SURF) NIST Gaithersburg Programs**
- 13. 2012-NIST-SURF-G-01
- 14: Areas Affected by Project: **list your school's city, county, and state**
- 15. Descriptive Title of Applicant Project: "**NIST Summer Undergraduate Research Fellowship Program**"
- 16. Congressional Districts: Here is a good web resource to find your Congressional district - http://www.house.gov/writerep/
- 17. Proposed Project
    Start Date: **5/1/2012** (this gives students time to get money for travel if necessary)
    End Date: **9/30/2012** (this gives the university time to close out grant)
- 18. Estimated Funding – number for a. Federal, b. Applicant, and g. TOTAL should match the numbers on SF-424A. Federal = SF-424A 6.k (1), Applicant = SF-424A 6.k (2), and TOTAL = SF-424A 6.k (5)
- 19. Is Application Subject to Review By State Under Executive Order 12372 Process? – check "**c. Program is not covered by E.O. 12372**"
- 20. Provide an answer
- 21. Fill out the information for the Authorized Representative.

On the Federal Assistance SF-424A form – "Budget Information – Non-Construction Programs" – most of this form will be blank.

- 1.a (Row 1 Column (a)) – "**NIST SURF Program**"
- 1.b – **11.609**
- 6. Object Class Categories – Note: We don't allow fringe benefits or indirect charges – unless you want to include this under your portion of the university cost share.
- 6.c Travel
    - Column (1) – enter the amount of money that you request from NIST to get the student(s) to and from their home or school.
    - Column (2) – enter the amount of money (if any) that your university plans to contribute for travel expenses to get the student(s) to and from their home or school.
    - Column (5) – add up column (1) + column (2)
- 6.g Construction – For paper submissions, **cross off word "construction" and write in "Fellowship**"
    - Column (1) – enter the amount of money that you request from NIST for the student(s) fellowship. For each student that attends the full 11-week program, allocated $5500. If the student won't be able to attend the full 11-weeks due to school schedule, the fellowship will be calculated at $500 per attending week.
    - Column (2) – enter the amount of money (if any) that your university plans to contribute towards the fellowship amount
    - Column (5) – add up column (1) + column (2)
- 6.h Other – For paper submissions, **cross off the word "other" and write in "housing**"
    - Column (1) – enter the amount of money that you request from NIST for the housing. If the student plans to attend the full 11-week program and will need housing, enter an estimate of $2781
    - Column (2) – enter the amount of money (if any) that your university plans to contribute for stipend and housing
    - Column (5) – add up column (1) + column (2)
- 6.i Total - add down the columns and then across the rows.
- 6.j Indirect Charges
    - Column (1) – enter $0
    - Column (2) – enter the amount of money (if any) that your university would like to count toward indirect charges.
    - Column (5) – add up column (1) + column (2)
- 6.k TOTALS
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