

2017 Hints for Completing the SF-424, SF-424A, SF-424B, CD-511, and SF-LLL 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: **11.620** CFDA Title: **leave blank**
12. Funding Opportunity Number: **2017-NIST-SURF-01** Title: **Summer Undergraduate Research Fellowship (SURF) Program**
13. Competition Identification Number: **2017-NIST-SURF-01**
14. Areas Affected by Project: **list your school’s city, county, and state**
15. Descriptive Title of Applicant Project: put in “**SURF Boulder**” or “**SURF Gaithersburg**” depending on the location where your students would to go this summer.
16. Congressional Districts: Here is a good web resource to find your Congressional district - <http://www.house.gov/writerep/>
17. Proposed Project Start Date: **5/1/2017** (this gives students time to get money for travel if necessary)
End Date: **9/30/2017** (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 for your college or university. If you are applying by paper, the Authorized Representative must sign and date it. If applying electronically through Grants.gov, the form will be electronically signed and dated.

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 – **11.620**
- 6. Object Class Categories – Note - As per the SURF FFO, no fringe benefits or indirect charges are allowed - unless you want to include this under your portion of the university cost share.
- 6.c Travel (We are using this for SURF transportation/travel & lodging.)
 - Column (1) – Estimate \$4,000 multiplied by number of students. This amount will cover the housing and travel allotments. The actual amount of that allowance based on the lodging cost and distance to be travelled to and from NIST (one roundtrip) will be calculated shortly after the nominees’ acceptances. For specific guidance on travel related costs please see 2 CFR Pt. 220, App. A, j.52, Travel Costs.
 - Column (2) – enter the amount of money (if any) that your university plans to contribute for travel & housing expenses.
 - Column (5) – add up column (1) + column (2)
- 6.g Construction – leave blank
- 6.h Other – (We are using this field to indicate the stipend amount.)
 - 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. (i.e., \$5,500 multiplied by the number of students) For students that are not able to participate for the full 11-week period, the amount of the stipend shall be calculated at a rate of \$500 per week for these students.
 - Column (2) – enter the amount of money (if any) that your university plans to contribute for stipend.
 - 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

On the Federal Assistance SF-424B form – “ASSURANCES - NON-CONSTRUCTION PROGRAMS”
– the only thing that needs to be completed is the bottom of the second page – Authorized Official must sign it, put his/her title, put the school’s official name under Applicant Organization, and date it.

On the Federal Assistance CD-511 form – “Certificate Regarding Lobbying”

- Name of Applicant is school name
- Award Number is **2017-NIST-SURF-01**
- Project Name is “**SURF Boulder**” or “**SURF Gaithersburg**”
- Authorized Official must sign it, put his/her title, put the school’s official name under Applicant Organization, and date it.

On the Federal Assistance SF-LLL form – “Disclosure of Lobbying Activities” (Optional)
– Complete Items 1,2,3, 4, 6, 7, 10, and 11.