

DR. NANCY FOSTER SCHOLARSHIP PROGRAM CHECKLIST

This checklist is provided to assist applicants in completing the Dr. Nancy Foster Scholarship Program application.

Standard Form 424 (SF-424)

Table of Contents on a single page, please list the items and page numbers of the required information.

General Information Sheet that does not exceed two typewritten pages.

Statement of Intent that does not exceed one typewritten page.

I have provided **Transcripts** showing all complete years of academic training, including training in progress. These transcripts reflect a current GPA of 3.30 or higher.

I have provided an **Enrollment Verification** from my current university. If I have not enrolled in graduate school, I've included a list of graduate universities that I've applied to or a letter of acceptance to a U.S. accredited graduate program.

Research Proposal that does not exceed three typewritten pages with the understanding that my research area should be in support of NOAA's mission, particularly the mission of the NOAA Office of National Marine Sanctuaries and the science needs of one or more national marine sanctuaries.

I have included two **Letters of Recommendation** with written signatures on the actual letter, one being from my current advisor, or if not currently enrolled, from a professor who has knowledge of my academic career. It is recommended that each letter of reference is no more than two pages long.

Student Aid Report (SAR) that contains the Expected Family Contribution (EFC) and my name or last four digits of my social security number; documentation of **Estimated Yearly Tuition** for each school I am applying to. Note that Tuition is not inclusive of room, board, and other miscellaneous fees; and I have responded to all **Financial Need Information Questions**.

Statement of Financial Need describing my financial need and the impact this scholarship award will have on my education plans that does not exceed one typewritten page.

I have signed and submitted the **Declaration Statement**.

I have provided accurate **Contact Information**, such as a telephone number, email address and permanent mailing address at which I may be reached during the summer.

All documents have been submitted to [Grants.gov](https://www.grants.gov) in a **single Adobe PDF file** in the specific order outlined in the official FFO, excluding the SF-424, which can be uploaded as a separate attachment.

For paper submissions, failure to submit all application items in one envelope and in the correct order, including a completed SF-424 will result in disqualification of the application. Note that the SF-424 must be signed and dated with pen and ink.