

## NDSR Washington, D.C. Host Application and Project Proposal

Deadline: **February 5, 2016**

c/o George Coulbourne

[ndsr@loc.gov](mailto:ndsr@loc.gov) | [www.digitalpreservation.gov/ndsr](http://www.digitalpreservation.gov/ndsr)

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Please see the Host Application instructions and checklist on pages 2 and 3 of this document. On the [NDSR website](#) there are detailed guidelines outlining application requirements and required attributes of a host institution.

Please e-mail the completed application and supporting documents  
to: [ndsr@loc.gov](mailto:ndsr@loc.gov) by **February 5, 2016**.

### Your Contact Information

First Name

Last Name

E-mail Address

Phone

Date  
Submitted

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Organization (Name, Address)

Primary Mentor (Name)

Primary Mentor (Title)

Primary Mentor (E-mail address)

Primary Mentor (Phone number)

Secondary Mentor (Name)

Secondary Mentor (Title)

Secondary Mentor (E-mail address)

Secondary Mentor (Phone number)

## NDSR Host Applicant Instructions

To become a host for the NDSR, please compile the following and submit in **one email** to [ndsr@loc.gov](mailto:ndsr@loc.gov) with the subject "(INSTITUTION NAME) HOST APPLICATION." **The deadline to submit is 5 p.m. on Friday, February 5, 2016.**

1. **Letter of Commitment** – This letter should be created and signed by an upper-level manager and should state their support for the NDSR at their institution.
2. **Signed Commitment Checklist** – This checklist should be signed by upper-level management and included with the application package.
3. **Statement of Interest** – This brief document (less than one page) should outline why this applicant will make a good host institution. It should describe the nature of digital materials available for projects, including current digital stewardship initiatives and programs at the institutions, and identify how the environment that will be conducive for resident learning. This is also the area where the applicant institution might identify previous experience hosting interns and/or residents.
4. **Identification of Mentors** – This document should identify the two staff members that will be the primary and secondary mentors and describe why those individuals will be effective mentors. It should describe how these mentors are qualified. A brief resume (no more than 2 pages) for each mentor should also be provided.
5. **Project Proposal Form** – This form should be completed to clearly identify the scope of work that the resident will complete throughout the experience. It should include the nature of the project, the context for the project (the project's role in the bigger picture of the institution and for outside the institution), a proposed timeline for completion (with relevant milestones), and a description of the project deliverable at the end of the program.

The Library of Congress and the Institute of Museum and Library Services want your organization to submit great proposals. Examples or prior proposals can be found in the [Application Info](#) section of our website:

<http://www.digitalpreservation.gov/ndsr/applicationinfo.html>

If you have any questions about the type of project to submit or need help with this process, please contact George Coulbourne at [ndsr@loc.gov](mailto:ndsr@loc.gov) or (202) 707-7856.

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## Host Application Checklist

Completed application form

Statement of Interest

Letter of commitment and checklist

Identification of Mentors

Resume of Primary and Secondary Mentor

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# Project Proposal

*For more information or guidance please see the host requirements, project examples and project characteristics as found on the [NDSR website](#).*

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Date Submitted

Submitted by:

Project Proposal Title

Project Summary  
*(provide 2-3 sentences summarizing the project)*

Specific Goals and Objectives  
*(identify goals and objectives to be completed by end of residency)*

## Timeframe and Deliverables

*(provide a quarterly breakdown of assignments and deliverables necessary to complete objectives)*

## Resources Required

*(identify any resources necessary to complete the project)*

## Context

*(provide a narrative statement explaining the project – no more than 500 words)*

## Required Knowledge and Skills of Resident

*(identify requirements necessary to successfully complete the project – technical skills, educational background, specialized experience, etc.)*

## Preferred Knowledge or Experience of Resident

*(identify preferred knowledge or experience – technical skills, educational background, specialized experience, etc.)*