



Please see the Host Application instructions and checklist on pages 2 and 3 of this document. There are detailed guidelines outlining application requirements, required attributes of a host institution, and a past sample application on the NDSR-NY website, <http://ndsr.nycdigital.org/information-for-hosts>. Please e-mail the completed application and supporting documents to: ndsr@metro.org by **April 10, 2015**.

Your Contact Information

First Name

Last Name

E-mail Address

Phone

Date
Submitted

Organization name - (Name, location)

Primary Mentor (Name)

Primary Mentor (Title)

Primary Mentor (E-mail address)

Primary Mentor (Phone number)

Additional Mentor Name (if applicable)

Additional Mentor Name (if applicable)

NDSR - New York Host Applicant Instructions

To become a host for the NDSR New York, please compile the following and submit in one email to ndsr@metro.org with the subject "(INSTITUTION NAME) HOST APPLICATION." The deadline to submit is 5 p.m. on **April 10, 2015**.

1. **Letter of Commitment** – This letter should be created and signed by an upper-level manager and should state their support for the NDSR New York at their institution. (Example posted on website, <http://ndsr.nycdigital.org/information-for-hosts/>)
2. **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 institution, and identify how the environment will be conducive for resident learning. This is where the applicant institution might identify previous experience hosting interns and/or residents.
3. **Identification of Mentors** – This document should identify a primary mentor that will be the staff member designated as the resident's "supervisor of record". This person will serve as the resident's main point of contact and be able to answer questions about the organization, program and community. In addition, you may want to include additional mentors who make up the project team. Please describe why those individuals will be effective mentors and how they are qualified. Please include the resume of the primary mentor as part of the application package.
4. **Project Proposal** – Please use the form beginning on page 4 of this document to clearly identify the scope of work that the resident will complete throughout the experience. The proposal should include the nature of the project, the context for the project (the project's role in the bigger picture of the institution and possibly for outside the institution), a proposed timeline for completion (with relevant milestones), and a description of the project deliverable(s) at the end of the program. Page 4 has a form that should be used for the project proposal. (Example posted on website, <http://ndsr.nycdigital.org/information-for-hosts/>)

Host Application Checklist

Completed application form

Statement of interest

Letter of commitment

CV of Primary Mentor

Agree to accept host and mentor responsibilities should you be selected as a host. (Please see "Host Institution Requirements" on [website](#).)



NDSR - NY

National Digital Stewardship
Residency in New York

Project Proposal

Date Submitted

Submitted by:

Project Title

Specific Project Goals & Objectives



Resources Required for Project

Project Context

Required Knowledge and Skills for Residents

Preferred Knowledge or Experience of Resident