

### Checklist for beginning program

\_\_\_ Select Advisory Committee

Meet with board and bring them into the process, show them the documentation, schedule of events, timeline

\_\_\_ Select Application Review Committee

Could be the same people as the advisory board; people that will help review the applications for the residents and the hosts

\_\_\_ Design and publish program website

### Checklist for Resident Application Process NDSR Program

- \_\_\_ Create timeline - for resident applications and notification
- \_\_\_ Customize Resident Application to institution
- \_\_\_ Hold informational webinar for resident applicants
- \_\_\_ Write and post "Call for Applications - Residents"
- \_\_\_ Post application to site
- \_\_\_ Accept and review applications
- \_\_\_ Ask resident applicants to complete project preference survey
- \_\_\_ Select top choices and narrow the pool if necessary via meeting
- \_\_\_ Match hosts to residents
- \_\_\_ Send out offer letters

### Checklist for Host Institution Application Process

- \_\_\_\_\_ Create timeline - for host institution applications and notification
- \_\_\_\_\_ Customize Host Application to institution
- \_\_\_\_\_ Write and post "Call for Applications - Hosts"
- \_\_\_\_\_ Schedule and invite potential hosts to a "Pre-selection/applications Meeting" for Hosts to design good projects and prepare applications and learn about the program.
- \_\_\_\_\_ Post application to site
- \_\_\_\_\_ Accept and review applications
- \_\_\_\_\_ Select and notify hosts
- \_\_\_\_\_ Send out offer email
- \_\_\_\_\_ Match hosts to residents

### Checklist for preparing for Immersion Week

- \_\_\_\_\_ Prepare for immersion week/month
- \_\_\_\_\_ Email residents and hosts with instructions on prep for immersion week and first day
- \_\_\_\_\_ Conduct host/mentor orientation meeting before immersion week