Guide to Files

The directory structure and files are described below.

Advertisements for Applicants/

    NDSR Outreach Contact Info.xlsx (Example compilation of listservs in different categories t use for communicating about the program)

Advisory Committee/

    Process for Review of Applications.pdf (Example process for reviewing the host and resident applications for discussion with the advisory board)

Applications/

    Host Application 2015-16 with Attributes.pdf (Example host application)

    Resident Application 2015-16 with video release.pdf (Example resident application)

    sample_host_application_ari_ndsr-dc.pdf (Sample host application from NDSR DC)

    Video Release.docx (Example video release form for the resident applications)

Curriculum and Evaluation/

    3 legged stool.pdf (3-Legged Stool diagram that can be used for teaching about program sustainability)

    Development Plan.pdf and **Development Plan.pptx** (High-Level explanation of the program goals and expectations to be tracked for progress)

    NDSR Boston Cohort-expectations_Aug2014.pdf (A more detailed description of the program goals and expectations)

project work categories.pdf and **project work categories.pptx** (Categories of resident work and expectations for percent spent on each)

worksheet-planningyour20.docx (Worksheet for the resident to plan how to use their 20% non-project time)

Guidelines for Evaluations/

Evaluation Report Guidelines for Mentor.docx (Example guidelines for a mentor in preparing a final evaluation report)

Talking points for Mid-Year Evaluation Meetings.docx (Example talking points to guide a mid-year evaluation between program staff and residents)

Talking points for Host Calls.docx (Example talking points to guide check-in conversations between program staff and mentors/hosts)

Immersion Week Prep and schedule/

Immersion Week Calendar.pptx (Example high-level schedule for Immersion Week)

Icebreaker_Introductions.docx (Example worksheet that can be used during Immersion Week to "break the ice")

NDSR Boston Immersion Week-Outline_2015.docx (Another example of a high-level schedule for Immersion Week)

Model Program policies and templates/

Generic Conference Attendance Form.docx (Form for resident to apply to attend a conference)

Generic Immersion Week Evaluation_form.docx (Form for resident to evaluate the Immersion Week program)

Institution Holiday Calendar example.pdf (Example holiday calendar to give to residents, mentors)

Generic NDSR Development Plan.docx (Form for the resident's development plan)

Generic Resident_Self_Assessment.docx (Form for the resident to self-assess their skills, knowledge and experience before and after the residency)

Progress Tracking example.pdf (Example of a form that can be used by the resident to track progress over the course of their residency)

Travel Policy example.docx (Example of a travel policy to give to the residents)

Prep for Hosts/

Characteristics of a project.pdf (Guidelines for what makes a good NDSR project)

Cohort-expectations.pdf (Expectations of the resident for the hosts)

FAQs for Hosts example.docx (An example FAQ to answer common questions of hosts)

Host Attributes.pdf (Requirements for NDSR host institutions)

Host Orientation Meeting Agenda.docx (Example agenda for a host orientation meeting)

NDSR-Host-Survey_Aug2014.docx (An example survey to gauge hosts' interests and experience)

Resident and Host Selection/

Generic Candidate Evaluation Rubric.docx (A form that can be used to evaluate potential residents)

Generic Host and Project Announcement.docx (A template that could be used to announce the hosts and their projects)

Generic Host Evaluation.docx (A form that can be used to evaluate potential hosts)

Generic Resident Offer Letter.docx (A form letter that could be used to offer a residency)

Residency Agreement example.docx (An example of an agreement for a resident to sign)

Resident prep for Capstone and Events/

　　Guidelines for Host Events 2015.docx (An example of guidelines for a resident and mentor on organizing an event at their host institution)

　　ndsr_print.pdf (Sample template to use for event fliers)

　　Poster Guidelines.docx and **Poster Guidelines.pdf** (Example guidelines to give to a resident preparing a poster. Source: SAA Research Forum)

Timeline/

　　NDSR Application Timeline 2015.pptx (Example high-level timeline for resident and host applications)

　　Residency Timeline.JPG (Example timeline showing the timing of events at the different hosts in relation to other residency milestones)