



# NDSR Boston Host Application and Project Proposal

**Deadline: April 10, 2015**



c/o Kristen Confalone  
NDSR Boston - 90 Mt. Auburn Street, Cambridge, Massachusetts 02138  
[http://projects.iq.harvard.edu/ndsr\\_boston](http://projects.iq.harvard.edu/ndsr_boston)

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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-boston@hulmail.harvard.edu](mailto:ndsr-boston@hulmail.harvard.edu) by April 10, 2015.**

Your Contact Information

First Name

Last Name

E-mail Address

Phone

Date

Submitted

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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 Boston Host Applicant Instructions

To become a host for the NDSR Boston, please compile the following and submit in one email to [ndsr-boston@hulmail.harvard.edu](mailto:ndsr-boston@hulmail.harvard.edu) 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 Boston at their institution. (Example posted on NDSR Boston website ([http://projects.iq.harvard.edu/ndsr\\_boston](http://projects.iq.harvard.edu/ndsr_boston))).
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 NDSR Boston website, "Project Template Example" ([http://projects.iq.harvard.edu/ndsr\\_boston](http://projects.iq.harvard.edu/ndsr_boston))).

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## Host Application Checklist

Completed application form

Statement of interest

Letter of commitment

Resume of Primary Mentor  
(Please include up to a two  
page resume.)

Agree to accept host and  
mentor responsibilities  
should you be selected as  
a host. (Please see the  
attached list of host/mentor  
responsibilities.)

# Project Proposal



*For more information or guidance please see the example entitled, "**Project Template Example**" posted on the NDSR Boston website. Also included is a list of required attributes of host institutions.*



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Date Submitted

Submitted by:

Project Proposal Title



Specific Goals/Objectives

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Resources Required

Context



Required Knowledge and Skills for Residents

Preferred Knowledge or Experience of Resident

## ***Required Attributes for Host Institutions***



The success of the residency experience is dependent upon securing engaging host institutions and mentors. Host institutions willing to participate should be able to provide the resources necessary to ensure a robust learning environment. Hosts should also be an active member of the community and be willing to engage in events to foster communication between the hosts of the program. The host institution should be engaged in the digital preservation and management community. By this, we mean that NDSR Boston is seeking out institutions that are regularly involved in the digital stewardship community by keeping up with current technological trends, attending conferences to learn new methods, and overall seeking to remain involved in the larger stewardship community as a whole.

Host partners should be responsible for the long-term stewardship of digital objects or be in a position to influence other institutions with this responsibility. In this regard, it is imperative that the institutions have influence in the digital stewardship community. Residents must be able to take their experience at an institution and use it to influence current digital preservation trends and behaviors in their own communities. For that to happen, partners must value digital preservation as a priority. Whether these institutions collect music, documents, financial data, records, or other digital objects, it's a must that digital stewardship is a priority internally. This condition will give residents the best chance to have a comprehensive learning experience.

The following criteria are required attributes of host institutions:

- be able to provide significant digital stewardship projects with clearly defined, measurable outcomes
- be engaged in the digital preservation community and be responsible for the long-term stewardship of digital objects or be in a position to influence other institutions with this responsibility (as demonstrated in the "Statement of Interest")
- be able to demonstrate significant support in writing (see "Letter of commitment" in instructions) from upper-level management
- have demonstrated commitment and enthusiasm for hosting residents
- provide an engaging supervisor/mentor with the time and resources available to support residents for nine months
- allow resident supervisor/mentors to participate in occasional meetings with project colleagues and program staff
- be able to supply adequate space, supplies, and equipment required for the successful completion of the residency projects
- be willing to participate in Host/Resident program enrichment events throughout the residency program (nine months).