

# 2026 NAGARA Internship Program

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## Institution Application Questions

### Institution Basic Contact Information

- \*Institution Name
- \*Address 1
- Address 2
- Address 3
- \*City
- \*State
- \*Zip
- \*Phone

### Additional Information

- \*Institution Website
- \*Approximate Number of Total Employees
- \*Approximate Number of Employees with Archival/Records Work as a Primary Job Function

### Point of Contact

- \*Contact Individual's Name
- \*Contact Individual's Job Title
- \*Contact Individual's E-mail Address

### Description

- Description of Institution (what is the mission, how does it relate to government archives/records?)

### Internship History

- \*Has the office that is applying for the internship ever had interns in the past? (Yes/No)
- If yes, was the intern paid? (Yes/No)
- If the intern was paid, what was the source of funding?

### Internship Candidate Identification

- \*Is the institution able to solicit and identify student candidates for the internship? (Please list any nearby institutions of higher learning, as well as a brief plan for soliciting candidates. Note – current employees or volunteers of the winning institution cannot apply for the internship. Please limit your answer to 3,500 characters or less)

### Internship Project

- \*Internship Project Name
- \*Project Description (Please limit your answers to 3,500 characters or less)
- \*Duties of Intern/Student (Please limit your answers to 3,500 characters or less)
- \*Work Description and Estimated Timeline of Intern/Student (Please limit your answers to 3,500 characters or less)