NOAA COASTAL MANAGEMENT & DIGITAL COAST FELLOWSHIPS

eSeaGrant Instructions

Application Deadline: January 21, 2022

OVERVIEW

If you plan to apply, VASG strongly recommends registering for eSeaGrant at least two weeks in advance of the application deadline. Please review the 2022 Coastal Management and Digital Coast Fellowship program announcement (**https://vaseagrant.org/coastal-management-and-digital-coast-fellowship/**) and refer to these instructions as a guide to submit your application using eSeaGrant. Virginia applicants are strongly encouraged to contact VASG at least one month prior to the state Sea Grant program application deadline to receive application support and provide notification of your intent to apply.

CREATING YOUR ESEAGRANT ACCOUNT

Applicants can create an eSeaGrant account by visiting the website (**http://vaseagrant.ecsion.com**), selecting the "Register" tab, and completing the required information. If you do not receive a "welcome" email with login credentials shortly after creating an account, please contact VASG using the email address below. Once you log in, you can change your password and updated your profile. To do so, click your name in the upper-right corner of the screen, and select "My Profile."

CREATING A FELLOWSHIP APPLICATION

To start an application, or edit an existing application, click on "Current Tasks" on the banner head, and select "Add Proposal" under "2022 NOAA Coastal Management & Digital Coast Fellowships."

Once you have added the fellowship application to your Current Tasks, progress down through the sequence of application sections ("NOAA Post-Grad Fellowship – Resume or CV" through "Submission Preview") listed on the left side of the window to complete and submit your application. Guidance related to each individual form follows, in sequence. Please note - some sections may require additional pop-up pages. Please allow your browser to display pop-up windows and enable JavaScript.

eSeaGrant provides sections to upload your resume or curriculum vitae, statement of the applicant's goals, and unofficial copies of all undergraduate and graduate student transcripts. These documents must be converted to PDFs. To preserve confidentiality, letters of recommendation must be uploaded directly from the referees to VASG through eSeaGrant. Applicants must identify and submit requests to their referees through eSeaGrant by entering their referees' names and email addresses in the corresponding section.

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REQUIREMENTS

For full details on the application guidelines, required elements, review and selection process, frequently asked questions (FAQs), and more information on each of the participating host agencies/offices, please download the fellowship program announcement. Applicants are strongly encouraged to review VASG's additional tips and guidance documents available at: **https://vaseagrant.org/coastal-management-and-digital-coast-fellowship/**

All elements, including recommendation letters, must be submitted by the state Sea Grant program deadline. VASG will not accept late applications under any circumstances. Please allow ample time to submit your application. Confirmation of the application and letters of recommendation will be automatically generated and sent by eSeaGrant. If you do not receive confirmation shortly after submitting your application, please contact VASG via email.

Applicants must click the "Submit" button in the "Submission Preview" section no later than 11:59 PM Eastern on January 21, 2022. Please note - VASG staff will not be available to answer questions or address technical issues after 5:00 PM on the day of the deadline.

ADDITIONAL INFORMATION

These instructions, the fellowship program announcement, and additional resources can be found at: **https://vaseagrant.org/coastal-management-and-digital-coast-fellowship/**. For questions about eSeaGrant or general inquiries about the fellowship, please contact VASG at **vasg@vaseagrant.org**. Please reference "2022 Coastal Management & Digital Coast Fellowship."

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