Coastal Resilience Post-Graduate Fellowship

eSeaGrant Instructions

OVERVIEW

Applications are due by March 16, 2018 at 5:00 pm Eastern Time. If you plan to apply, we strongly recommend notifying Virginia Sea Grant (VASG) and registering for eSeaGrant at least two weeks in advance of the deadline. Please review the Fellowship Announcement (https://vaseagrant.org/) and refer to these instructions as a guide to submit your application using eSeaGrant.

REGISTERING FOR ESEAGRANT

Applicants can register for eSeaGrant 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 registering, please contact Sam Lake (contact information below). Once you login, you can change your password. 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 Fellowship Application" under "2018 Coastal Resilience Fellowship."

Once you have added the fellowship application to your Current Tasks, you must progress down through the sequence of application sections ("Start Here" through "Submission Preview") listed on the left side of the window to submit your application. Guidance related to these sections 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 a section to upload your personal and career goal statement, vision for coastal resiliency, CV, and transcripts. These documents must be converted to PDFs. To preserve confidentiality, letters of recommendations 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. Applicants must click the "Submit" button in the "Submission Preview" section to complete their application.

All elements, including recommendation letters, must be submitted by the deadline. VASG cannot accept late applications as outlined in the FFO, please allow ample time to submit your application. Confirmation of the application and recommendation letters will be automatically generated and sent by eSeaGrant. If you do not receive confirmation shortly after submitting your application, please contact Sam Lake (contact information below).

In Collaboration With

APPLICATION REQUIREMENTS

For full details on the application requirements, evaluation criteria, and review and selection process, please download the Fellowship Announcement. The information included below should not be considered a comprehensive guide.

Personal and Career Goal Statement (1,000 words or less)

The statement should emphasize the applicant's ambitions, professional growth interests and objectives, and how their experiences and competencies contribute toward long-term goals. The statement should highlight what the applicant expects to gain from the fellowship, and how it relates to their career aspirations.

Vision for Coastal Resiliency (500 words or less)

A statement briefly outlining the applicant's vision of resiliency in coastal Virginia (e.g., what is resilience in a coastal community context, what makes communities resilient, what are the challenges and opportunities for making communities more resilient, etc.) and the role the applicant envisions their professional career will contribute to making that future a reality.

Resume or CV (not to exceed two pages)

Must include the applicant's name and contact information (including address, phone number, and email address). Applicants are encouraged to demonstrate the diversity of their education and work experience, honors and awards, extra-curricular activities, volunteer history, and interpersonal, written, and oral communication skills.

Undergraduate and Graduate Transcripts

Clear, scanned copies of all undergraduate and graduate student transcripts. Unofficial copies are acceptable.

Letters of Recommendation

Three letters of recommendation, including one from the student's major professor. If no major professor exists, a letter from the faculty member who is most familiar with the applicant's academic experience may be substituted. VASG encourages applicants to request at least one letter from a non-academic source, i.e., someone who can speak to your strengths and potential from a different perspective than your academic references. Referees are strongly encouraged to speak to a candidate's professional skills and potential, as well as previous performance and accomplishments.

IMPORTANT – To maintain confidentiality, letters of recommendation should be submitted directly from the referee to VASG through eSeaGrant and must be submitted by the application deadline to be considered. Please address letters to Dr. Troy Hartley, Director Virginia Sea Grant. Candidates are encouraged to work with referees to meet the deadline. Late submissions may lead to the rejection of incomplete applications.

ADDITIONAL INFORMATION

For questions regarding use of eSeaGrant, please contact Sam Lake, VASG Fellowship and Research Program Coordinator (804-684-7436 or sjlake@vims.edu).