

## Commonwealth Coastal & Marine Policy Fellowship

### *eSeaGrant Instructions*

#### OVERVIEW

**Proposals are due by December 8, 2017 at 5:00 pm Eastern Time.** If you plan to apply, we strongly recommend notifying Virginia Sea Grant and registering for eSeaGrant at least two weeks in advance of the deadline. Please review the Commonwealth 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 (see 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 Commonwealth Coastal & Marine Policy 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 resume or CV, personal and career goal statement, and transcripts. These documents must be converted to a single PDF. 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 will not accept late applications under any circumstances (e.g., internet delays), so please allow ample time to submit your applications in advance of the deadline. 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 (see contact information below).

### In Collaboration With



## APPLICATION REQUIREMENTS

Please refer to the Commonwealth Fellowship announcement for full application instructions. The information included below should not be considered a comprehensive guide. For all application elements outlined below, use Calibri or Times New Roman font. Font size can be no smaller than 11 point, and margins must be at least one inch on standard 8.5x11 inch paper.

### *Personal & 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.

### *Resume or Curriculum Vitae (two page maximum)*

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 & 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. **You must identify your three referees and request their letters using eSeaGrant.**

**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. Late submissions may lead to the rejection of incomplete applications. Candidates are encouraged to work with referees to meet the deadline.

## 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](mailto:sjlake@vims.edu)).