

Commonwealth Coastal & Marine Policy Fellowship

eSeaGrant Instructions

OVERVIEW

Applications are due by April 23, 2021 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 ESEAAGRANT

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 log in, 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 “2021 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 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 Dr. Sam Lake.

In Collaboration With

APPLICATION REQUIREMENTS

For full details on the application guidelines, required elements, and review and selection process, please download the fellowship announcement. 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 include specific examples and details that illustrate to the reviewers who you are, the unique perspective that you bring to the fellowship and proposed host-office projects, and describe your professional goals and ambitions. Include how these goals relate to broader societal needs in the coastal and marine environment and/or communities. The statement should emphasize how past experiences and competencies contribute toward your short- (1-5yr) and long-term (>5yr) goals and in particular, how this fellowship would contribute toward those goals.

The statement should also speak to your leadership potential, communication ability, stakeholder engagement interests or experience, and include any pertinent information that provides insights into your past choices and future interests. Furthermore, it should highlight examples of personal resilience and tenacity when faced with a past challenge or barrier, and illustrate what motivates you today and moving forward with your interests in coastal and marine resource management, and the policy process occurring at the state level.

Resume or Curriculum Vitae (two-page maximum)

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, but the name of institution, degree program, courses taken, and GPAs must be clearly indicated. Transcripts should be included in reverse chronological order (i.e., newest transcripts first). All personal identification numbers (Social Security, student ID, etc.), personal email addresses, mailing addresses, etc. should be redacted prior to submission.

Letters of Recommendation

Three letters of recommendation must be submitted, including one from the student's primary faculty advisor or appropriate major professor, are required. If no major professor exists, a letter from the faculty member who is most familiar with the applicant's academic experience may be substituted.

The sponsors encourage applicants to consider someone who might know you from a different perspective (e.g., former employer, mentor from a previous relevant internship, someone you worked with on an outreach or policy project). It is most important to select someone who will write a strong letter for you, but an "outside" perspective helps to demonstrate your diversity and will likely highlight different strengths and experiences.

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 application deadline.



ADDITIONAL INFORMATION

This 2021 Commonwealth Coastal & Marine Policy Fellowship announcement and additional resources can be found at: <https://vaseagrant.org/fellowship-research-funding/fellowships/>. All applicants are strongly encouraged to contact Sam Lake to indicate their interest in the fellowship and to discuss the application process.

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