

NOAA Sea Grant Knauss Marine Policy Fellowship

eSeaGrant Instructions

OVERVIEW

Proposals are due by November 28, 2017 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 “2019 Knauss 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 personal education and career goal statement, CV, official transcripts, and future plans. 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 VASG Fellowship Announcement and the 2019 Knauss Fellowship Federal Funding Opportunity (FFO). The information included below should not be considered a comprehensive guide. Applicants are strongly encouraged to review VASG's *Tips for Knauss Applications* for additional guidance on the elements outlined below.

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

Emphasizing the applicant's abilities and the applicant's expectations from the fellowship experience in the way of career development. Placement preference in the legislative or executive branches of the government may be stated; this preference will be honored to the extent possible.

Personal and Academic Curriculum Vitae (not to exceed two pages)

Undergraduate and Graduate Transcripts

Clear, scanned copies of all undergraduate and graduate student transcripts. Official copies are required.

Letters of Recommendation

Including one from the student's major professor; if no major professor exists, a faculty person academically knowing the applicant best may be substituted. Letters of endorsement from members of Congress, friends, or relatives will not be accepted. Any letters beyond the two letters of recommendation and the state Sea Grant Director's letter will be disregarded by the selection panel.

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.

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).