

## Sea Grant Knauss Marine Policy Fellowship

### *eSeaGrant Instructions*

#### OVERVIEW

**Applications for the 2022 Knauss Marine Policy Fellowship must be submitted by 5:00 pm Eastern Time on February 19, 2021.** If you plan to apply, we strongly recommend notifying VASG at least one month before the deadline and registering for eSeaGrant two weeks in advance of the deadline. Please review the Notice of Funding Opportunity (NOFO; available at <https://vaseagrant.org/>), VASG's Tips for Knauss Applications, 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 Dr. 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 "2022 Knauss Marine Policy Fellowship."

Once you have added the fellowship application to your Current Tasks, 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 sections to upload your *curriculum vitae*, personal education and career goal statement, future year activities, and 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.

**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 application deadline. VASG cannot accept late applications as outlined in the NOFO. 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, contact Sam Lake.

In Collaboration With



## APPLICATION REQUIREMENTS

For full details on the application guidelines, required elements, evaluation criteria, and review and selection process, please download the 2022 Knauss Marine Policy Fellowship NOFO. 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, available at: <https://vaseagrant.org/>

### *Curriculum Vitae (not to exceed two pages)*

The student should not include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.). If included, Virginia Sea Grant will redact prior to submission.

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

The goal statement emphasizing the applicant's abilities and the applicant's expectations of the fellowship experience in terms of their career development. The student should not include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.). If included, Virginia Sea Grant will redact prior to submission.

### *Future Plans (not to exceed one page)*

Future year activities including a listing of classes and/or plans for spring 2021, summer 2021, and fall 2021.

### *Undergraduate and Graduate Transcripts*

Clear digital or scanned copies of all undergraduate and graduate student transcripts (unofficial are acceptable).

### *Letters of Recommendation*

Two letters of recommendation, including one from a faculty member with knowledge of the applicant's academic and research (when applicable) performance. Letters of endorsement from members of Congress, friends, or relatives will not be accepted. The letters should not include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.). If included, Virginia Sea Grant will redact prior to submission. Any letters beyond the two letters of recommendation and the eligible Sea Grant Director's letter will be disregarded by the selection panel.

**IMPORTANT** – To maintain confidentiality, letters of recommendation must be submitted directly from the referee to VASG through eSeaGrant and must be submitted by the application required date to be considered. Please address letters to Dr. Troy Hartley, Director of Virginia Sea Grant. Candidates are encouraged to work with referees to meet the deadline.

## ADDITIONAL INFORMATION

These instructions, the 2022 Knauss Marine Policy Fellowship NOFO, VASG's *Tips for Knauss Applications*, and additional resources can be found at: <https://vaseagrant.org/fellowship-research-funding/fellowships/post-graduate-professional-fellowships/>.

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