

## NMFS-Sea Grant Fellowship in Population and Ecosystem Dynamics and Marine Resource Economics

### *eSeaGrant Instructions*

#### OVERVIEW

**Proposals for the 2021 NMFS-Sea Grant Joint Fellowship Programs must be submitted to state Sea Grant programs by 5:00 pm Eastern Time on January 26, 2021.** 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 Notice of Funding Opportunity (NOFO; available at <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 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 “2021 NMFS-Sea Grant Joint Fellowship Programs.”

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 all of your application elements. VASG encourages applicants to convert all Word documents to PDFs. To preserve confidentiality, letters of recommendations/commitment must be uploaded directly from the referees and mentor 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

All Virginia university students applying for Sea Grant Fellowship(s) **must** have their applications approved by their home institution's sponsored programs/research office prior to submitting to VASG. ***Each institution may handle this differently, although all will have an internal deadline for submitting proposals to their sponsored programs/ research office for their review and approval prior to the Sea Grant deadline.***

Refer to the 2021 NMFS-Sea Grant Fellowship in Population and Ecosystem Dynamics and Marine Resource Economics NOFO for guidance on all application elements. The information included below should not be considered a comprehensive guide. Detailed guidance on how to complete various forms is available on Inside Sea Grant: <https://seagrants.noaa.gov/insideseagrant/Implementation>

**Note** – State Sea Grant programs must redact all Personally Identifiable Information (PII). PII typically include social security numbers, birth dates, student identification numbers as well as the student's email, phone number, and address.

### *Title Page*

The title page must not exceed one page. It must include the name and contact information of the prospective fellow, the title of the proposal, a brief project abstract, and should specify your project's focus area (either PED or MRE). Depending on the student's research concentration, the proposal title should read either "Last name\_PED" or "Last name\_MRE" as a prefix.

### *Project Proposal*

The project proposal is intended to describe the proposed dissertation or the general intended area of study. It must be written by the prospective fellow and include a: 1) brief summary of the work to be completed, 2) a rationale for the proposed activity, 3) scientific or technical objectives and/or hypotheses to be tested, 4) appropriate details on methodology, and 5) relevance of results. The proposal itself must not exceed five (5) pages. If a proposal is longer than five pages, only the first five will be shared with reviewers. References and figures do not count towards the five page limit.

### *Personal and Academic Curriculum Vitae*

Curriculum vitae (CV) of the student, the faculty advisor, and the NMFS mentor. Individual CVs must not exceed two (2) pages. If a CV is longer than two pages, only the first two pages will be shared with reviewers.

### *Undergraduate and Graduate Transcripts*

Clear, scanned copies of all undergraduate and graduate student transcripts. These copies may be either official or unofficial transcripts. For students who have been accepted but not yet enrolled in a current Ph.D. program, the program's acceptance letter is adequate to fill the requirement of Ph.D. transcripts.

### *Summary of Academic Training in Quantitative Methods*

Provide a one-page maximum summary describing your academic training in quantitative methods; a listing of your top five (5) classes in quantitative methods already taken; and classes you intend to take over the spring 2021 semester. Class listings should include course name (though course number e.g., MA 551 can be excluded) and a short description of content covered in the course.

### *Education and Career Goal Statement*

Education and career goal statement from the student, not to exceed two pages, indicating the number of years for which fellowship support is being sought and the student's interest in the economics of the conservation and management of living marine resources, or quantitative marine ecology, with a focus on one or more of the following:



modeling and managing systems of living marine resources; development and implementation of quantitative methods for assessing marine ecosystems; ecosystem-based management; marine population dynamics; or the development and implementation of quantitative methods for assessing stock status of living marine resources. If a career goal statement is longer than two pages, only the first two pages will be shared with reviewers.

### *Letters of Recommendation*

A minimum of two signed letters of recommendation: one from the student's faculty advisor and one from the student's NMFS mentor. If multiple advisors or mentors are contributing, each one should provide a separate letter. In addition to noting the NMFS staff member's commitment to serve as a mentor, letters from NMFS mentors should: (a) briefly address the relevance of the research to NMFS; (b) provide a statement of broader impacts of the proposal; and (c) commit to providing the student an introduction to NMFS programs and opportunities. Engagement of the mentor on the student's Ph.D. committee is recommended.

**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. Candidates are encouraged to work with referees to meet the deadline.

### *Abbreviated Environmental Compliance Questionnaire (OMB Control No. 0648-0538)*

The Abbreviated Environmental Compliance Questionnaire, guidance on how to complete the questionnaire, as well as examples of completed questionnaires, can be found here: <https://seagrant.noaa.gov/insideseagrant/Implementation>. Applicants must ensure that the questionnaires are completed in full and include detailed information regarding project location, methodology, and permits. Copies of all permits required for project activities should be included with application materials. If a permit is pending or planned, please provide this information. If detailed information is not provided, NOAA via the federal program officer, may request additional information or place a specific award condition on the fellowship award prohibiting specific activities, if permits or other environmental compliance documentation is not currently available.

### *Data Management Plan*

A data sharing plan not to exceed two (2) pages is required. If your research will not generate any environmental data, an acceptable data sharing plan is the sentence, "This project will not generate any environmental data." For more information and additional resources on Data Management Plans, see Section VI.B.(9) in the NOFO. For reference: [https://nosc.noaa.gov/EDMC/documents/Data\\_Sharing\\_Directive\\_v3.0.pdf](https://nosc.noaa.gov/EDMC/documents/Data_Sharing_Directive_v3.0.pdf)

### *Budget and Budget Justification*

Each proposal must include the following budget documents (Sea Grant 90-4 form and budget justification narrative) in the following order and format. Additional budget narrative guidance provided by NOAA Grants Management Division can be found here: [https://www.noaa.gov/sites/default/files/atoms/files/gmd\\_budget\\_narrative\\_guidance\\_-\\_05-24-2017\\_final.pdf](https://www.noaa.gov/sites/default/files/atoms/files/gmd_budget_narrative_guidance_-_05-24-2017_final.pdf)

### **Sea Grant 90-4 Form (OMB Control No. 0648-0362)**

A required form used to provide budget breakdowns and budget justifications by year and object class for the project in this application. Please download the most up-to-date Excel version of the Sea Grant 90-4 form when preparing an application. The Excel version should be used in the creation of the 90-4 and should then be turned into a PDF to include with the budget narrative package. Please ensure that the Sea Grant 90-4 form describes the yearly and total budget of the project (i.e., Year 1, Year 2, Year 3, and Years 1-3). All required forms are available at: <https://seagrant.noaa.gov/insideseagrant/Implementation>



Guidance on filling out the form is located in the Sea Grant General Application Guidance Document: (<https://seagrants.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf>).

### ***Budget Justification***

A budget justification for each year of the project in the application that explains budget items in sufficient detail to enable review of the appropriateness of the funding requested. This document should be attached as a PDF to each Sea Grant 90-4 Form, as appropriate.

The budget must include funds for travel to the annual Fellows Symposium and may include funds for stipend, tuition, fees, equipment, supplies, discretionary travel, and other reasonable and appropriate project costs (see Section II, "Award Information"). Sub-contracts, if any, should have a separate budget page.

Non-federal matching funds equal to at least 20 percent (20%) of the federal funding request must be provided unless a waiver justified by statute is granted, such as the waiver for insular areas granted by the Department of Commerce pursuant to 48 U.S.C. 1469a. The cumulative match at the end of each year of the grant must not fall below 20 percent of the cumulative federal request up to that point. For example, if \$53,000 in federal funds is requested (the maximum allowable annual request), matching funds must be at least \$10,600. In other words, applicants may not 'under' match in year one and 'over' match in year two. In-kind contributions directly supporting this application may count towards this matching requirement. See the Sea Grant General Application Guidance Document: (<https://seagrants.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf>) for more information.

Indirect costs are not allowable for either the fellowship or for any costs associated with the fellowship including waived indirect costs as match (15 C.F.R. § 917.11(e), "Guidelines for Sea Grant Fellowships").

### ***Proof of Provisional Acceptance***

At the time of application, prospective fellows must be admitted to a Ph.D. degree program at a U.S. accredited university in the U.S. in population dynamics, ecosystem dynamics, resource or environmental economics, or a related field such as wildlife biology, fishery biology, natural resource management, marine biology, quantitative ecology, applied mathematics, applied statistics, or simulation modeling at an institution of higher education in the United States or its territories.

Alternatively, an applicant may submit a signed letter from the institution indicating provisional acceptance to a Ph.D. degree program conditional on obtaining financial support such as this fellowship. Applications must come from Sea Grant programs and must be submitted through Grants.gov. Applicants enrolled towards a degree in a graduate program in a state or territory served by a Sea Grant program must submit to that program.

## **ADDITIONAL INFORMATION**

These instructions, the 2021 NMFS-Sea Grant Fellowship in Population and Ecosystem Dynamics and Marine Resource Economics NOFO and additional resources can be found at: <https://vaseagrants.org/fellowship-research-funding/fellowships/research-fellowships/>.

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