

## NMFS-Sea Grant Population and Ecosystem Dynamics Fellowship

*eSeaGrant Instructions*

### OVERVIEW

**Proposals are due by January 30, 2019 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 Federal Funding Opportunity (FFO; <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, 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 “2019 NMFS-Sea Grant Population and Ecosystem Dynamics 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, allow your browser to display pop-up windows and enable JavaScript.

eSeaGrant provides sections to upload all of your application elements. Convert these documents to PDFs. To preserve confidentiality, letters of recommendations/commitment must be uploaded directly from the referees/mentor to VASG through eSeaGrant. Applicants must identify and submit requests to their referees/mentor through eSeaGrant, by entering their 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 letters will be automatically generated and sent by eSeaGrant. If you do not receive confirmation shortly after submitting your application, contact Sam Lake.

### APPLICATION REQUIREMENTS

Please refer to the 2019 NMFS-Sea Grant Population and Ecosystem Dynamics FFO 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 in the Sea Grant General Application Guidance Document: <https://seagrant.noaa.gov/Portals/1/Guidance/SeaGrantGeneralApplicationGuide.pdf>

In Collaboration With



### *Signed Title Page*

The title page must identify the prospective Fellow, be signed by the faculty advisor and the institutional representative, and provide complete contact information. The proposal title should include "NMFS/Sea Grant Population and Ecosystem Dynamics Fellowship (full name of student)" as a prefix. The total amount of Federal and matching funds being requested for each project year must be listed.

### *Project Summary*

The project summary should concisely describe the activity being proposed and the impact that would result from its successful completion. Applicants must use the Sea Grant Project Summary Short Form 90-2 (OMB Control No. 0648-0362), available at <https://seagrants.noaa.gov/insideseagrant/Implementation>. Please refer to FFO for additional information.

### *Project Proposal*

The project proposal describes the proposed dissertation or general intended area of study. It must be written by the prospective Fellow and include the following elements: a) A brief summary of the work to be completed; b) Rationale for the proposed activity; c) The scientific or technical objectives and/or hypotheses to be tested; d) Appropriate details on methodology; e) Relevance of results. The proposal itself should not exceed five (5) pages. References and figures do not count towards the five-page limit. Format requirements for the project proposal are: 1) standard 8.5" x 11" page size; 2) 12-point, Times New Roman font for main text (10-point font may be used for references, footnotes, figure captions and text within figures); 3) 1" margins on all sides; 4) single spaced or greater line spacing.

### *Personal and Academic Curriculum Vitae*

Curriculum Vitae of the student, the faculty advisor, and the NMFS mentor (2-page maximum per individual)

### *Signed Letter of Commitment*

Signed letter of commitment from the prospective NMFS mentor. If more than one mentor is involved, please provide a letter of commitment from each individual. In addition to noting the NMFS staff member's commitment to serve as a mentor, the letter should briefly address the relevance of the research to NMFS.

### *Official Undergraduate and Graduate Transcripts*

Copies of all official undergraduate and graduate student transcripts. When possible, applicants should redact all Personally Identifiable Information (PII) such as social security numbers and birth dates.

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

Please provide a summary (maximum 5 sentences) of your academic training in quantitative methods, a listing of your top five classes, in quantitative methods already taken, and classes you intend to take over the spring 2019 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 course (not to exceed 3 sentences per class).

### *Education and Career Goal Statement*

Education and career goal statement (not to exceed 2 pages) from the student indicating the number of years for which Fellowship support is being sought and the student's interest in 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. Format requirements for the education and career goal statement are: 1) standard 8.5" x 11" page size; 2) 12-point, Times New Roman font; 3) 1" margins on all sides; 4) single spaced or greater line spacing.



### *Letters of Recommendation*

Three signed letters of recommendation, including one from the student's faculty advisor. Please note that the letter of commitment from the NMFS mentor does not count towards the three signed letters of recommendation. If the applicants want the proposed NMFS mentor to also provide a letter of recommendation it should be separate from the letter of commitment.

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

### *Proof of Acceptance*

Proof of acceptance (or provisional acceptance), and enrollment in a graduate program in population dynamics, ecosystem dynamics, or related fields of study. For students who have not yet enrolled in the PhD program, the program's acceptance letter is adequate. For students who are already enrolled, a letter from the faculty advisor or university registrar's office is acceptable.

### *Sea Grant 90-2 Project Summary Form (OMB Control No. 0648-0362)*

A required Excel file where each project within the Application must be detailed on a separate 90-2 tab of the form, and the overall yearly budget must be provided on the "Yearly Breakdown" tab. The 90-2 Short Form can be found here: <https://seagrants.noaa.gov/insideseagrant/Implementation>.

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

Each application requires an Abbreviated Environmental Questionnaire. Questions not applicable to your research, note N/A on the form. Applicants must use the questionnaire at: <https://seagrants.noaa.gov/insideseagrant/Implementation>. Refer to the FFO for additional guidance on the Questionnaire.

### *Data Management Plans*

Data sharing plan not to exceed two (2) pages is required as an appendix. If your project falls under a larger project for which your faculty advisor has already submitted a data sharing plan and you intend to follow the same plan, you may submit that plan for your data sharing plan requirement. 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, see Section VI.B.(9).

### *Budget and Budget Justification*

Indirect costs are not allowable for either the Fellowship or for any costs associated with the Fellowship [15 CFR 917.11(e), Guidelines for Sea Grant Fellowships]. Matching funds equivalent to 20 percent of the requested Federal funds must be provided. Source of matching funds must be specified in the budget and may consist of up to one month's salary per year for the faculty adviser, waived tuition, equipment and supplies, and any other costs typically used as matching funds.

**Budget** – In addition to stipend and tuition for the applicant, the budget must include funds for travel to the annual Fellows Symposium and may include funds for equipment, supplies, and discretionary travel (see "Award Information" above). Sub-contractors, if any, should have a separate budget page.

All required forms are available at <https://seagrants.noaa.gov/insideseagrant/Implementation>. Each individual project included with in the application must include the following budget documents (Sea Grant 90-4 Forms and Budget Justification Narratives) in the following format:



**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 overall proposal and each project in this application. Guidance on filling out the form is located in the Sea Grant General Application Guidance Document. The following are required: Completed Sea Grant 90-4 Forms describing the yearly and total budgets of the proposal overall (i.e., Year 1, Year 2, Year 3, and Years 1-3); A completed Sea Grant 90-4 Form covering the full duration of each project in the application; A completed Sea Grant 90-4 Form covering each year of the project in the application; Completed Sea Grant 90-4 Forms for the yearly and total budget of any sub-awards associated with each project in the application (i.e., Year 1, Year 2, Year 3, and Years 1-3).

**Budget Justification** – A budget justification narrative for each year of each 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.

### 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)).

All Virginia university students applying for Sea Grant Fellowship must have their fellowship 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 deadline.