NOAA Coastal Management Fellowship

eSeaGrant Instructions

OVERVIEW

Proposals are due by January 18, 2019 at 11:59 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. 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, 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 Coastal Management 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 a section to upload your resume/CV, statement of applicant's goals, and transcripts. 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 fellowship announcement, 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.

APPLICATION REQUIREMENTS

Refer to the 2019 Coastal Management Fellowship announcement for formatting requirements and additional guidance on each element of the fellowship application. The information included below and on eSeaGrant should not be considered comprehensive.

Resume or curriculum vitae

Not to exceed two pages using 12 pt. font.

Statement of Applicant's Goals

Statement of the applicant's goals with emphasis on what the applicant expects from and can contribute to the fellowship experience (500 words or less).

Letters of Recommendation

Two letters of recommendation, including one from the applicant's principal professor. If no principal professor exists, the faculty member who is most familiar with the applicant's academic work may be substituted.

IMPORTANT – To maintain confidentiality, VASG requires that letters are NOT submitted with the student's application; instead, letters should be requested and uploaded through eSeaGrant. Letters must be submitted by the deadline and should be address to Dr. Troy Hartley, Director, Virginia Sea Grant. Candidates are encouraged to work with their referees to meet the deadline.

Transcripts

Unofficial copies of all undergraduate and graduate student transcripts.

ADDITIONAL INFORMATION

For questions regarding use of eSeaGrant, contact Sam Lake, VASG Fellowship and Research Program Coordinator (804-684-7436 or sjlake@vims.edu).