

## Cross-Disciplinary Problem-Solving & Research

### *eSeaGrant Instructions*

#### OVERVIEW

**Applications are due by March 30, 2018 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 Professional Development Training 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 AN APPLICATION

To start an application, or edit an existing application, click on “Current Tasks” on the banner head, and select “Add Fellowship Application” under “2018 Cross-Disciplinary Problem-Solving Professional Development.”

Once you have added the 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 statement of interest, graduate transcripts, and resume. 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 Professional Development Training Announcement. The information included below should not be considered a comprehensive guide.

### *Statement of Interest (two-page maximum)*

Describing the student's **research, creative, or scholarly interests** and professional aspirations, re-counting her/his **experience with collaboration** among multiple disciplines, and discussing why **building collaborative capacities** are of interest to the candidate. Please include these topics as headers.

### *Graduate Transcripts*

Clear, scanned copies of all graduate student transcripts. Unofficial copies are acceptable.

### *Resume (two-page maximum)*

Must include the applicant's name and contact information (including address, phone number, and email address).

### *Letters of Recommendation*

Letters should be addressed to Troy Hartley, Director, Virginia Sea Grant, and be submitted separately and directly through eSeaGrant.

- One letter from the candidate's primary advisor or other academic advisor familiar with the candidate and the relevance of team science to the candidate's current or future work. If the letter is not from the primary advisor, please have the primary advisor send an email message directly to Sam Lake (contact information below) with "Support for [candidate's name]" in the subject line, confirming the primary advisor's support for the student's involvement in this cross-disciplinary problem-solving professional development. Note that the email message is NOT a letter of reference but rather a short statement supporting the student taking the time to participate in the training.
- Letter of reference from a different perspective (e.g., supervisor, professional mentor, etc.) who is familiar with the candidate's interests and skills or potential in teamwork, cross-disciplinary experience, or multi-member team projects.

**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. Late submissions may lead to the rejection of incomplete applications.

## 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).