

Virginia Sea Grant  
2017 NMFS-Sea Grant Fellowships in Population  
and Ecosystem Dynamics Ph.D. Fellowship



## eSeaGrant Instructions

A complete list of application materials can be found in the 2017 The National Sea Grant Office (NSGO) and the National Marine Fisheries Service (NMFS) Federal Funding Opportunity ([http://seagrants.noaa.gov/Portals/0/Documents/funding\\_fellowship/nmfs\\_sg\\_fellowship/2017%20NMF S-SG%20PED%20FFFO.pdf](http://seagrants.noaa.gov/Portals/0/Documents/funding_fellowship/nmfs_sg_fellowship/2017%20NMF%20S-SG%20PED%20FFFO.pdf)). Please use these instructions as a guide to submit your application using eSeaGrant.

**Proposals are due by January 27, 2017 at 5:00 pm Eastern Time (FIRM DEADLINE).** Since this is a new system, we encourage you to start, and complete your submission well in advance of the deadline. Last minute submissions run the risk of encountering problems that cannot be resolved in time.

You will first need to register in eSeaGrant in order to receive login credentials to create an application: <http://vaseagrant.ecsion.com>. Please click the "Register" tab to create an account.

If you do not receive a "Welcome" email with login credentials, please contact Sam Lake at [sjlake@vims.edu](mailto:sjlake@vims.edu) or 804-684-7436. 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."

To start a proposal, or revisit/edit an existing proposal, click on "Current Tasks" on the banner head. Then search for and click on the application labeled **2017 NMFS-Sea Grant Population and Ecosystem Dynamics Fellowship**.

Once you have created a title for your fellowship proposal (last-name, first-name, and fellowship proposal title), you must work down the sequence of sections—"Start Here" through "Submission Preview"—listed on the left side of the proposal window in order to submit the proposal. Guidance pertinent to these sections follow in sequence.

eSeaGrant provides a separate page to fill out names, and affiliations reference letter writers. This page may require additional pop-up pages, so please allow your browser to display pop-up windows and enable JavaScript.

eSeaGrant also provides sections to upload a Signed Title Page, Project Summary, Project Proposal, Budget and Budget Justification, Curriculum Vitae (for the student, faculty advisor(s), and the NMFS mentor, Letter of Commitment, Official Transcripts, Summary of Academic Training, Education and Career Goal Statement, Letters of Recommendation, Proof of Acceptance, and Data Sharing Plan. These pages must be converted to PDFs before uploading to eSeaGrant.

For questions regarding use of eSeaGrant, please contact Sam Lake at 804-684-7436; email: [sjlake@vims.edu](mailto:sjlake@vims.edu).

## Application Requirements

Please refer to the 2017 NMFS-Sea Grant Population and Ecosystem Dynamics Fellowship Federal Funding Opportunity (FFO) for guidance on all application elements. The information included below should not be considered a comprehensive guide.

### 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 Marine Resource Economics Graduate 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 <http://seagrants.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx>. *Please refer to FFO for additional information.*

### 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 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.

### Budget and Budget Justification

There should be a separate budget for each year as well as a cumulative budget for the entire period of the proposed Fellowship. The SF-424A must be used to include annual and cumulative budget. The Sea Grant Budget Form 90-4 must also be used (OMB Control No. 0648-0362), available at <http://seagrants.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx>.

Sub-contractors, if any, should have a separate budget page. 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.

In addition to stipend and tuition for the applicant, the budget must include funds for travel to the annual Fellows meeting and should include funds for equipment, supplies, and discretionary travel (see "Award Information" above).

***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.***

#### 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 & Graduate Transcripts

Official transcripts or copies of all official undergraduate and graduate student transcripts. When possible, Sea Grant programs 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 (max 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 2017 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 two (2) pages] from the student indicating the number of years for which Fellowship support is being sought and the student's interest in economics of the conservation and management 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.

### Proof of acceptance

Proof of acceptance (or provisional acceptance), and enrollment in a graduate program in marine resource economics or a related field 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.

### Data Sharing Plan

Data sharing plan not to exceed two (2) pages is required as an appendix. (See Section VI.C in the FFO for more information on a data sharing plan). 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."