

# eSeaGrant Instructions

Please review the **funding announcement** and refer to these instructions as a guide to submit your application using eSeaGrant.

## REGISTERING FOR AN eSEAGRANT ACCOUNT

If you plan to submit an apply, Virginia Sea Grant (VASG) strongly recommends registering at least two weeks in advance of the submission deadline.

Create an eSeaGrant account by visiting <http://vaseagrant.ecsion.com>, select the "Register" tab, and complete the required information. You will receive a "welcome" email with login credentials after creating an account. Once you log in, you can change your password and update your profile by clicking your name in the upper-right corner of the screen, and selecting "My Profile."

## CREATING AN APPLICATION

To start an application, click on "Current Tasks" on the banner head, and select "Add Proposal" under the appropriate funding opportunity.

Once you have added the application to your Current Tasks, progress down through the sequence of application sections listed on the left side of the window to complete and submit your application. Guidance related to each individual form 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 any of the following documents relevant to your application: title page, project narrative, budget, budget justification, and your registration information. For fellowship applicants, there are additional sections to upload professional development statements, diversity statements, and confirm that you are in good standing with your academic institution.

## REQUIREMENTS

For full details on the application guidelines, required elements, and review and selection process, please see the funding announcement. Additional guidance documents and related templates are available on the respective funding opportunity page at <https://vaseagrant.org/>.

**The "Registration Information" form must be completed and submitted by the submission date noted on the funding announcement.** Applicants should enter as much information as early as possible and update any remaining questions prior to their final submission.

To preserve confidentiality, any applicable recommendations and/or commitments must be entered directly by the referees through eSeaGrant. Applicants must identify and submit requests to their referees through eSeaGrant by entering referees' names and email addresses in the corresponding section.

### VIRGINIA SEA GRANT PARTNER UNIVERSITIES



All uploaded documents must be PDFs. All elements of the application must be submitted by the application deadline. Late applications will not be accepted under any circumstances. Confirmation of receipt of your application and recommendations will be automatically generated and sent to you by eSeaGrant. If you do not receive confirmation shortly after submitting your application, please contact VASG via email.

**Applicants must click the "Submit" button in the "Submission Preview" section no later than 5:00 p.m. Eastern Time on the application due date.**

## ADDITIONAL INFORMATION

For questions about eSeaGrant or general inquiries about the funding opportunities, please contact VASG at [vasg@vaseagrant.org](mailto:vasg@vaseagrant.org). Please reference the specific funding opportunity of interest in your email subject line.

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