GRADUATE RESEARCH FELLOWSHIP

eSeaGrant Instructions

Registration Deadline: November 10, 2021
Application Deadline: November 19, 2021

OVERVIEW

If you plan to apply, VASG strongly recommends registering for eSeaGrant at least two weeks in advance of the application deadline. Please review the **2022 Graduate Research Fellowship announcement** and refer to these instructions as a guide to submit your application using eSeaGrant.

CREATING YOUR ESEAGRANT ACCOUNT

Applicants can create an eSeaGrant account 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 creating an account, please contact VASG using the email address below. Once you log in, you can change your password and updated your profile. 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 Proposal" under "2022 Graduate Research Fellowship."

Once you have added the fellowship application to your Current Tasks, progress down through the sequence of application sections ("GRF – Registration Information" through "Submission Preview") 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 your title page, project narrative, and budget and budget justification, as well as enter your registration information, professional development and 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 download the 2022 Graduate Research Fellowship announcement. Applicants are strongly encouraged to review VASG's additional guidance documents and related templates available at:
https://vaseagrant.org/graduate-research-fellowships/

All interested students must complete the "Registration Information" form in their eSeaGrant fellowship no later than 11:59 PM Eastern on November 10, 2021. Applicants should enter as much information as early as possible and update any remaining questions as they identify their professional mentor and finalize the outreach and professional mentoring activities. The form must be completed prior to the registration deadline.

To preserve confidentiality, recommendations and commitments must be entered directly by the referees and mentor 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.

All uploaded documents must be converted to PDFs. All elements, including recommendations and mentors form, must be submitted by the application deadline. VASG will not accept late applications under any circumstances. Please allow ample time to submit your application. Confirmation of the application, recommendations and mentor responses will be automatically generated and sent 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 PM Eastern on November 19.

IMPORTANT

All Virginia university students applying for the Virginia Sea Grant (VASG) Graduate Research Fellowship are responsible for routing the application through their institution's research administration or sponsored programs office, and obtaining all required institutional approvals and endorsements before submitting to VASG. This includes all budget documents. Each institution may handle this differently, although all will have an internal deadline for submitting applications to their sponsored programs/research office for their review and approval prior to VASG's application deadline.

ADDITIONAL INFORMATION

These instructions, VASG's fellowship announcement, application templates, and additional resources can be found at: **https://vaseagrant.org/graduate-research-fellowships/.**

For questions about eSeaGrant or general inquiries about the fellowship, please contact VASG at **vasg@vaseagrant.org**. Please reference "Graduate Research Fellowship" in your email subject line.

IN COLLABORATION WITH