

2018 Delta Science Fellows Program

Request for Applications eSeaGrant Instructions

** Application must be made by a qualified Principal Investigator (PI) at the academic institution at which the Fellow will work as a post-doc or is enrolled as a graduate student. Typically, this will be the Research Mentor.

Please review the Request for Applications (<http://go.ucsd.edu/29NExaL>) and these instructions as a guide to fill out your proposal using eSeaGrant.

A fellowship application is required to be submitted using eSeaGrant: <http://eseagrant2.ucsd.edu>

If the PI has not set up an account within the past year, the PI will need to register. Please click on the “Register” tab to get set up in the system. As part of registration the PI will be asked to upload a CV. Please limit the CV to two (2) pages maximum.

To start a proposal, or revisit/edit an existing proposal, click on “RFP” (Request for Proposals”) on the banner head. Then, using the box under RFP, search for and click on the green arrow to the right of the line labeled “2018 Delta Science Fellows Program”.

Once you have created a title for your fellowship proposal, in order to submit the proposal, you must work down the sequence of sections (“Start Here” through “Submission Preview”) listed on the left side of the proposal window. Guidance pertinent to these sections follows, in sequence.

eSeaGrant provides separate pages to fill out names of investigators, key personnel (the prospective fellow), a project summary, budget and budget justifications, referee names for academic letters of recommendation, and requesting letters of recommendation. These pages may require additional calculations and pop-up pages, so please allow your browser to display pop-up windows and enable JavaScript.

eSeaGrant provides sections to upload a signed (endorsed) title page, names and CV’s for the principal investigator and any co-PIs, project narrative, letters of support and commitment (from applicant’s Research and Community mentors), and transcripts. These pages must be converted to PDFs before uploading to eSeaGrant.

For questions regarding use of eSeaGrant, please contact Miho Ligare at (858) 534-1160; email: mligare@ucsd.edu

**** Proposals are due by September 25, 2017 at 4:00 pm Pacific Daylight Time (FIRM DEADLINE).** Since this is a relatively new system (especially to YOU), 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.

TITLE PAGE

A signed title page must be included with the proposal. A blank copy downloadable in Excel, labeled “DSF-2018.Cover-Page”, can be found [here](#). Please provide all requested information and obtain the required signatures. If you are applying from an academic institution, send your original proposal to your campus research office for local campus approval. **The completed and signed title page must be converted to a PDF and uploaded.**

INVESTIGATORS

The PI should be listed as an “Investigator”. A 2-page CV must be uploaded for each Investigator (PI or co-PI). Enter required information for each investigator. To upload a resume, click 'Save Investigator' or 'Update Investigator'. To replace a prior-uploaded CV, simply upload a new CV.

IMPORTANT: Only PDF documents are accepted.

KEY PERSONNEL

Please add the potential fellow under Key Personnel. The fellowship candidate's CV should be included in the Project Narrative and does not count towards the page limit.

PROJECT SUMMARY

Applicants will need to prepare separate sections for objectives, methodology and rationale (referring to relevance to high priority Delta science actions [Appendix B]) to complete the Project Summary form. The project summary presents a concise description of the proposed research in a form useful to a variety of readers not requiring detailed information. The project summary is the most widely consulted description of your project.

There is no word limit but it should be concise.

PROJECT NARRATIVE

The Project Narrative will be a single PDF file including multiple components. The format may vary; however, applications should include the information listed below. The Proposed Research section (3a) of the Project Narrative file **MUST not exceed 12 pages** (INCLUDING illustrations, charts, tables, and figures).

- I. **Proposed Research** (12-page limit, not including literature citations, using 12-pt font and 1” margins, top, bottom, left and right). The format is flexible but please address the following:
 - a) Introduction/Question/Objectives: What is the question/problem being addressed? What are the goals and objectives of the proposed research? These should be well defined and clearly stated.

- b) Approach/Plan of Work: What is the anticipated approach to the proposed research? The application should present evidence that there has been thoughtful consideration of the approach to the question(s) under study, with a timeline for meeting objectives during the requested period of support. Sufficient detail of the methodologies should be provided to facilitate an assessment of the adequacy of the approach to achieve the stated objectives.
- c) Output/Anticipated Products and/or Benefits: Upon commencement of the fellowship, what are the anticipated benefits to the fellow, the research mentor, community mentor(s), and the relevance of the research to policy or management of the Delta. What can be expected after year 1, or year 2? Please describe anticipated per year outcomes.
- d) References and Literature Citations: Should be included but will not be counted toward the 12-page limit for the proposed research.

II. **Explanation of how the proposed research links to the high priority actions identified in Appendix B** (1-page limit).

III. **Personal Statement** from the fellowship candidate that describes how this research fits into the fellow’s career plans and summarizes experiences that specifically prepared the applicant for this research task (not to exceed 2 pages).

IV. **CV** from the fellowship candidate (not to exceed 2 pages). This does not count towards your 12-page limit.

Permits

For scientists proposing the collection of new samples - the proposer is required to provide documentation in the project narrative of the proposal that any permit(s) (for example, the proposed take of a threatened or endangered species under the federal or State Endangered Species Acts, a geophysical survey permit from the California State Lands Commission for all waters of the Delta if proposing the use of acoustic generating equipment) required for the collection of those samples is (or will be) in hand by the start date of the project. Surveying permits and other types of permits may also be required, and should be documented in the project narrative. If no such permits are required, we ask that this be stated in the proposal text. Ensuring that all permits are properly obtained before research commences is the responsibility of the applicant. For additional information, go to <https://www.fws.gov/permits/instructions/ObtainPermit.html>.

BUDGETS & BUDGET JUSTIFICATION

Pay careful attention to the annual budget limits noted above (see section titled Fellowship Program – Award in the RFP). A budget workbook available in [Excel](#) (called DSF-2018.Budget) may help in planning your budget. However, please remember that your budget submission and justification must be completed using the online form in eSeaGrant. Do not submit the Excel file as your final budget.

In eSeaGrant the fellow’s stipend should be listed under “Section G-Other costs” and not under salaries and wages. Also, as applicable, indicate expected costs for expendable supplies, publication costs, and

travel (please clearly identify any travel proposed outside of California).

This fellowship does not require matching funds so “Grantee Mos. Effort” and “Grantee Share” should be left blank.

The funds for research-related costs and benefits are subject to a maximum indirect cost rate of 29.95%, in accordance with rates determined/set by the cooperative agreement between Delta Science Program and California Sea Grant.

All budget sections will require justification. The budget justification should explain all budget items in sufficient detail to enable reviewers to evaluate the appropriateness of the research-related funds being requested.

TIP: If your newly created budget worksheet is not showing up, try refreshing your web browser.

For any questions regarding your budget, please contact the Sea Grant business manager, Rose Madson, rmadson@ucsd.edu or by telephone 858-534-4601.

LETTERS OF SUPPORT

The fellowship application requires that two letters of support be included. These should be collected and converted to a PDF.

LETTER SUPPORT FROM PROSPECTIVE COMMUNITY MENTOR(S) (1-2 PAGES): A community mentor must be identified and contacted early in the project development phase and a letter of support from the community mentor(s) must be included. For questions regarding community mentors, please contact Nir Oksenberg (Nir.Oksenberg@deltacouncil.ca.gov, 916.445.0715). A list of potential community mentors that indicate a willingness to work with a fellow is available upon request.

LETTER OF SUPPORT FROM RESEARCH MENTOR (1-2 PAGES): The application must include a letter from the research mentor (typically the Principal Investigator) indicating a willingness to be a mentor for the applicant, and expressing support of the proposed research project (not to exceed 2 pages). If the fellow is selected, a mentoring plan similar to the sample in Appendix D will be required within a month of starting the fellowship.

COPIES OF GRADUATE AND UNDERGRADUATE TRANSCRIPTS

**Undergraduate transcripts are required from pre-doctoral fellowship applicants only. Graduate transcripts are required of all applicants.

Unofficial or official transcripts are required to be uploaded as a PDF.

If you have multiple graduate or undergraduate transcripts, please combine each of them into one PDF.

THREE SIGNED LETTERS OF ACADEMIC RECOMMENDATION

To maintain confidentiality, letters of recommendation may be submitted directly from the referee to CASG through eSeaGrant and must be submitted by the application deadline to be considered. Alternatively, letters (PDF or Word document) may be emailed directly to sgfellow@ucsd.edu by the referee.

Identify Three References

It is the responsibility of the prospective fellow to arrange to have three letters of recommendation sent directly to Sea Grant by the application deadline. Referees should be aware of the academic qualifications and performance of the candidate fellow. A letter of academic recommendation can come from your research mentor; however, the content must be different than the letter of support.

Please identify the three referees that will be submitting a letter of academic recommendation in eSeaGrant. Letters can be set via eSeaGrant or as an attachment to an email to sgfellow@ucsd.edu

Invite Letter Writers

INSTRUCTIONS FOR APPLICANTS

Three letters of recommendation are required. Use this form to submit requests for letters of recommendation.

To send a request to your referee, click on "Request Document". Fill out the name and e-mail address of your referee, and set the "Requested By Date" to September 25, 2017, 4:00 PM". You have the option to include one supporting document (e.g., CV) in your request to your letter writer. Click on "Send Request". Once you hit "Send Request", an automated e-mail will be sent to your referee from CA Sea Grant. You will need to click on the "Request Document" button, **three times**; once for each referee. When properly set up, each letter writer will show up under the "Request Document" button. It is recommended that you follow up with your referees to make sure they received the request.

Letters of recommendation may be submitted through eSeaGrant and must be received by **September 25, 2017, 4:00 PM PST**. Please select that date when sending out your request and be sure to provide your letter writers with adequate time to submit their letters. Any letters beyond the three letters of recommendation will be disregarded by the selection panel.

Alternatively, letters can be e-mailed to sgfellow@ucsd.edu by the referee.

INSTRUCTIONS TO LETTER WRITERS

(The below will be sent to your referee when you request a letter)

Please submit your letter of support by using the File Upload options and clicking "SUBMIT." If the applicant requesting the letter of support attached a supporting document for your review (e.g. CV), you will find it attached under "Supporting Document". You may close the webpage after you see your

submission status located near the top of the screen switch to "submitted". You will also receive a confirmation e-mail once the letter is successfully submitted.

Please address letters to Dr. James Eckman, Director, California Sea Grant.

IMPORTANT: We only accept files via eSeaGrant in portable document format (PDF), and the letter must be received by the **September 25, 2017, 4:00 PM PST**. Late submissions may lead to the rejection of incomplete applications. Please note that the applicant requesting the letter may have provided you an earlier due date through the eSeaGrant system for convenience. However, the date listed here is when all materials must be received for the application to be considered. Please title this document the Student's Last Name_Recommendation_Your Last Name. **When naming the document please do not use apostrophes (i.e. Smith_Joe's_Recommendation).**

Alternatively, letters can be e-mailed to sgfellow@ucsd.edu by the referee.