California Sea Grant
2018 State Fellowship Program

Request for Applications
eSeaGrant Instructions

Please review the Request for Applications (http://go.ucsd.edu/2aeiMhv) and these instructions as a guide to submit your application using eSeaGrant.

You will first need to register in eSeaGrant in order to receive login credentials to create an application: http://eseagrant2.ucsd.edu. Please click the "Register" tab to get set up in the system.

If you have not received a "welcome" email with login credentials, please contact Miho Ligare at mligare@ucsd.edu or 858-534-1160. Once you login, you can change your password if you would like. To change your password, click on 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, using the box under 'Request for Proposals (RFP)", search for and click on "Add Proposal" under "2018 State Fellowship".

Once you have created a title for your fellowship proposal (this can be your name) 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 sections to upload a CV, personal and career goal statement, 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 1, 2017 at 11:59 pm Pacific Daylight Time (FIRM DEADLINE).** Since this is a relatively 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. There will be no one at Sea Grant available to help you after approximately 4:30 pm on September 1.

START HERE

Please include your name in the "Proposal Title" and write in "2018 State Fellowship" under "Keywords". You do not need to change the "Project Initiation" and "Project Completion" dates.

Curriculum Vitae

Please upload a PDF of your personal and academic curriculum vitae (not to exceed two pages using 12-point font).

Personal and Career Goal Statement

Please upload a PDF of your personal education and career goal statement that emphasizes the applicant's abilities and expectations of the career development experience (1,000 words or less).

Letters of Recommendation: Identify Letter Writers

Two letters of professional recommendation must be provided, including one from the student's major professor. If no major professor exists, the faculty member who is most familiar with the applicant academically may be substituted. **Please fill out the form to identify your <u>two</u> referees and their affiliation on this page.**

Please have letters addressed to Dr. James Eckman, Director, California Sea Grant. Late submissions may lead to the rejection of incomplete applications. Candidates are encouraged to work with referees to meet the deadline. You may want to notify your references that an electronic request for the letter will be coming via email from "California Sea Grant", and that they can submit a PDF (only) version of the reference letter to us directly.

IMPORTANT: 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.

Letters of Recommendation: Invite Letter Writers

INSTRUCTIONS FOR APPLICANTS

Two letters of recommendation are required. Use this form to submit requests for letters of recommendation. One letter must be from the student's major professor or advisor. If no major professor exists, the faculty member who is familiar with the applicant academically may be substituted. The second letter of recommendation can come from anyone of your choosing familiar with your abilities.

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 1, 2017, 11:59 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, **twice**; 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 1, 2017, 11:59 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 two letters of recommendation will be disregarded by the selection panel.

Alternatively, letters can be e-mailed to sgproposal@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 1, 2017, 11:59 PM PST**. Late submissions may lead to the rejection of incomplete applications. Please note that the student 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 sgproposal@ucsd.edu by the referee.

Transcripts

Please upload a compiled PDF of copies of all undergraduate and graduate student transcripts. All transcripts must be combined into a single PDF file for upload.
**Unofficial copies will be accepted.