California Sea Grant
2017 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/index.php. 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 Umezawa at mumezawa@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 "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 "2017 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 ("Instructions" through "Submission Preview") listed on the left side of the proposal window. Guidance pertinent to these sections follows, in sequence.

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

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 Umezawa at (858) 534-1160; email: mumezawa@ucsd.edu

** **Proposals are due by September 1, 2016 at 11:59 pm Pacific Daylight 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. There will be no help available in the last 7+ hours before the deadline.

Letters of Recommendation

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 identify your two referees and their affiliation here.**

IMPORTANT: To preserve confidentiality, letters of recommendations should be sent directly to our office. Letters need to be sent by the deadline and can be sent as attachments in emails to sgfellow@ucsd.edu, or faxed to our office at 858-534-2231.

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).

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.