



### *eSeaGrant Instructions*

We strongly encourage you to visit our fellowships page to find specific details for each opportunity

<https://wsg.washington.edu/students-teachers/fellowshps/>

Please use the following instructions as a guide to prepare and submit your fellowship application using eSeaGrant.

- You will first need to register in eSeaGrant in order to receive login credentials to create an application: <https://esg.wsg.washington.edu/>
- Please click on the “Register” tab to create an account. As soon as you complete registration, you should receive a “Welcome” email with your login credentials. If you do not receive a “Welcome” email, please contact Deborah Purce at [sgfellow@uw.edu](mailto:sgfellow@uw.edu)
- Once you login to eSeaGrant, you can change your password. To do so, click your name in the upper-right corner of the screen and select “My Profile.”
- To start your application, click on “Current Tasks” in the banner head. Then, click on the fellowship application.
- Your application should be titled as “last-name\_first-name\_university-name.” For example, if the applicant’s name is John Doe from Washington State University, then the application name will be, “Doe\_John\_WSU”.
- Once you have a created a title for your fellowship application, you must work down the sequence of sections – “Instructions” through “Submission Preview” – listed on the left side of the application window. Guidance pertinent to these sections will follow in-sequence.
- *eSeaGrant* provides sections to upload all the required fellowship application components (e.g. CV, personal and career goal statements, transcripts, and referee information.) These pages must be converted to PDFs before uploading to eSeaGrant. Please allow your browser to display pop-up windows and enable JavaScript.

For any questions or concerns regarding *eSeaGrant*, please contact Deborah Purce at [sgfellow@uw.edu](mailto:sgfellow@uw.edu)