Atkinson Postdoctoral Fellowships in Sustainability
Instructions for Letter of Intent

The Atkinson Center for a Sustainable Future seeks outstanding, creative, and highly motivated individuals to work with Cornell faculty in collaboration with external partners to discover and implement sustainable solutions to world needs for reliable energy, a resilient environment, and responsible economic development.

Application Process and Timeline

Program Timeline

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 21, 2017</td>
<td>Letter of Intent due</td>
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<tr>
<td>September 25, 2017</td>
<td>Start full application process</td>
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<tr>
<td>October 9, 2017</td>
<td>Full application due</td>
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<tr>
<td>November 27, 2017</td>
<td>Applicants notified</td>
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<tr>
<td>January 2018</td>
<td>Fellowship can begin</td>
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Letter of Intent

A letter of intent (LOI) coauthored by the applicant and the Cornell lead adviser is strongly recommended. The LOI process allows time for submitting teams to develop their ideas, and work with external partners on the full proposal. The LOIs also assist the Atkinson Center in planning the proposal review process.

Please note: Final choice of an external partner and adviser is not expected until the full proposal.

Submit LOI Online

- Visit the Postdoctoral LOI System in a browser.

- Sign into the system, as either a:
  i. Cornell Community Member
     a. Log in with your NetID and Password
  ii. External User
     a. The first time you access the system, press the “Create Account” button, and fill out the form.
     b. Then, re-enter the system with the username and password you created.
     c. Don’t forget to enter the random “Security Code.”
     d. You may press the “Forgot Password” link to reset your password.
• Submit a Postdoctoral Fellowship LOI
  i. Once you have accessed the system, press [Create a New 2017 ACSF Postdoctoral Letter Of Intent (LOI)] to access the application form.
  ii. Fill out the required fields:
      a. Candidate Info: First and Last Name, Email Address, Current University/Affiliation,
      b. Proposal Info: Title, ACSF Focus Area, Description of Proposed Research,
         • For the “Description” enter up to 5,000 characters describing the research you intend,
      c. Cornell Faculty Adviser – First and Last Name and Email Address,
      d. External Adviser – First and Last Name and Name of their External Partner Organization.
  iii. When you are ready to submit your LOI, press the [Submit when completed] button at the bottom of the page.
      a. You will need to “confirm” that you are ready to submit,
      b. You will receive an email notification, with a PDF copy of your application.
  iv. If you are NOT ready to submit your application
      a. To save your data for later, press the [Save] button.
      b. To produce a temporary copy of your application, you may press the [Make PDF] button at the bottom of the page.
      c. At a later time, you may return to the [Postdoctoral LOI System], press the [Edit] button next to your saved proposal, and continue editing.

• Revise and Re-submit a Postdoctoral Fellowship LOI
  i. If you wish to update your application before the due date
      a. Return to the [Postdoctoral LOI System],
      b. Press the [Edit] button next to your LOI,
      c. Press the [Edit] button in the same spot,
      d. Make your changes, and
      e. Press [Submit when completed] as before.

Contact Mark Lawrence (mal64@cornell.edu) if you have problems with the LOI form.

The LOI should be submitted online no later than

11:59 pm ET on Monday, August 21, 2017