



Atkinson Postdoctoral Fellowships in Sustainability **Instructions for Proposal Submission**

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

September 25, 2017	Start full application process early and request Letters of Recommendation
October 9, 2017	Full application due
November 27, 2017	Applicants notified
January 2018	Fellowship can begin

Request for Proposals

- Please read the [2017 Request for Proposals](#) online.
- The full application process should be started no later than **Monday September 25, 2017**. This allows time for letters of recommendation to be submitted by the proposal deadline. Applications and all letters of recommendation must be submitted online no later than **11:59 pm ET on Monday, October 9, 2017**.

Full Application

1) FIRST prepare your application materials:

A) ONE PDF file including:

- **Cover letter**
The cover letter (maximum two pages) should give a short summary of the applicant’s PhD research and career goals, explaining how the postdoctoral training will enhance his or her career in sustainability research.
- **Proposal**
The proposal (maximum five pages) must address problems, challenges, or opportunities in one or more of the six focus areas outlined in ACSF’s strategic plan. The proposal must identify the primary focus area. The proposal should include a clear statement of objectives and the significance and impact of the proposed research. The proposal must also include a summary of the approach, methods, and metrics by which progress of the research will be evaluated.

Finally, the proposal must also outline one or more potential paths by which the research results could become incorporated in a sustainability solution, e.g., influence on natural resource management by government, the private sector, or civil society organizations.

- **Curriculum Vitae**

- **Support letters**

Two letters of support - from the Cornell adviser and the collaborating external adviser (no more than two pages per letter) should discuss the nature and purpose of the external collaboration, the potential for growth of the scope of and/or participants in the collaboration, the degree of interaction with the applicant in developing the proposal, and comments on the expected impacts of the project if successful, including potential paths to developing follow-on funding.

B) Arrange for Letters of Recommendation

- Applicants should arrange for up to three letters of recommendation to be submitted. These letters must be submitted through the online system.
- Remember to start application **by September 25**, so references have time before the deadline.

2) THEN Apply Online

- Visit the [ACSF Postdoctoral Application Form](#)

- Sign into the system, as either a:

- i. **Cornell Community Member**

- 1. Log in with your NetID and Password

- ii. **External User**

- 1. The first time you access the system, press the “Create Account” button, and fill out the requested information.
 - 2. After that, you re-enter the system with the username and password you created.
 - 3. Don’t forget to enter the random “Security Code.”
 - 4. You may press the “Forgot Password” link to reset your password.

- **Apply for Postdoctoral Fellowship**

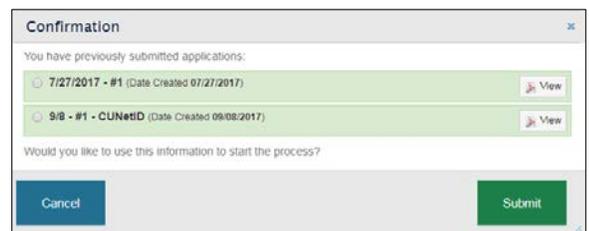
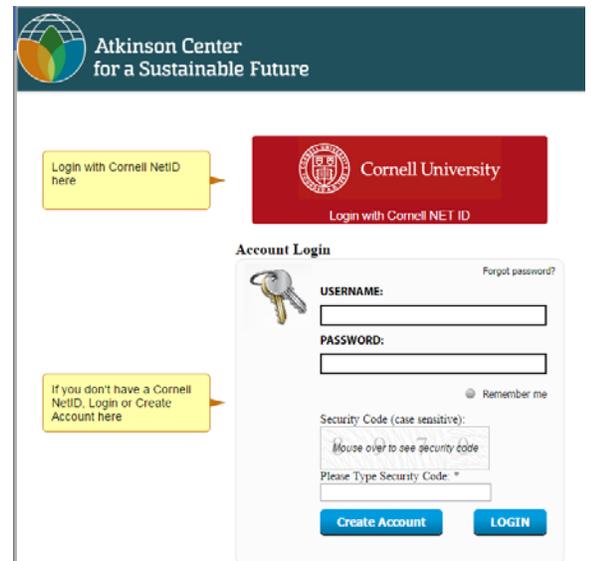
- i. Once you have accessed the system, press



, to access the application form.

- ii. If you **created a Letter of Intent** for this cycle, you will be prompted to choose from a list of previous LOIs:

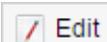
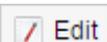
- 1. Select the LOI you wish to use
 - 2. Press  to start your proposal with that data.



iii. If you did **not create a Letter of Intent**, fill out the required fields:

1. **Candidate Info** – First and Last Name, Email Address, Current University/Affiliation
2. **Proposal Info** – Title, ACSF Focus Area, Upload Postdoc PDF
 - a. For the “Postdoc PDF” upload the PDF file you prepared for this application, including Cover Letter, Proposal, CV, and Support Letters.
3. **Cornell Faculty Adviser** – First and Last Name, and Email Address
4. **External Adviser** – First and Last Name, and Name of their External Partner Organization
5. **Letters of Recommendation** – provide contact information for up to 3 external references – First and Last Name, and Email Address.
 - a. After entering each reference, press the  button. An email will be sent to your reference, giving them a link to follow, to upload a PDF of your reference letter. You will both receive an email when the file has been uploaded.
 - b. To request more references, press the  button, and repeat, as above.

iv. **Submit Full Proposal**

1. When you are ready to submit your proposal, press the  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.
2. If you are **NOT** ready to submit your application
 - a. To produce a temporary copy of your application, you may press the  button at the bottom of the page.
 - b. To save your data for later, press the  button.
 - c. At a later time, you may return to the [original application link](#), press the  button next to your saved proposal, and continue editing.
3. If you wish to update your application before the due date,
 - a. Return to the [original application link](#),
 - b. Press the  button next to your proposal,
 - c. Press the  button in the same spot,
 - d. Make your changes, and
 - e. Press  as before.

The proposal and all letters of recommendation must be received by the Atkinson Center no later than **11:59 p.m. EST on Monday, October 9, 2017.**

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