

eSeaGrant User Guidelines

The login screen is the homepage of eSeaGrant (<http://www.nyseagrant.org/eseagrant>). All preproposals, proposals, and fellowship applications must be submitted through eSeaGrant, New York Sea Grant's online application system.



Please login or create an account to manage your profile, applications and reports.

Need help or have a question? Please contact Lane Smith at lane.smith@stonybrook.edu.

Registering a new account on eSeaGrant takes only a few minutes and requires an active email account and a cell phone number. Please follow the step-by-step instructions to complete your registration.

Step 1: Access eSeaGrant

Visit the eSeaGrant portal:

<https://eseagrant.seagrant.stonybrook.edu/>

- You will be taken to the eSeaGrant landing page.
- From there, you can log in or create a new account.

Step 2: Create an eSeaGrant Account (New Users)

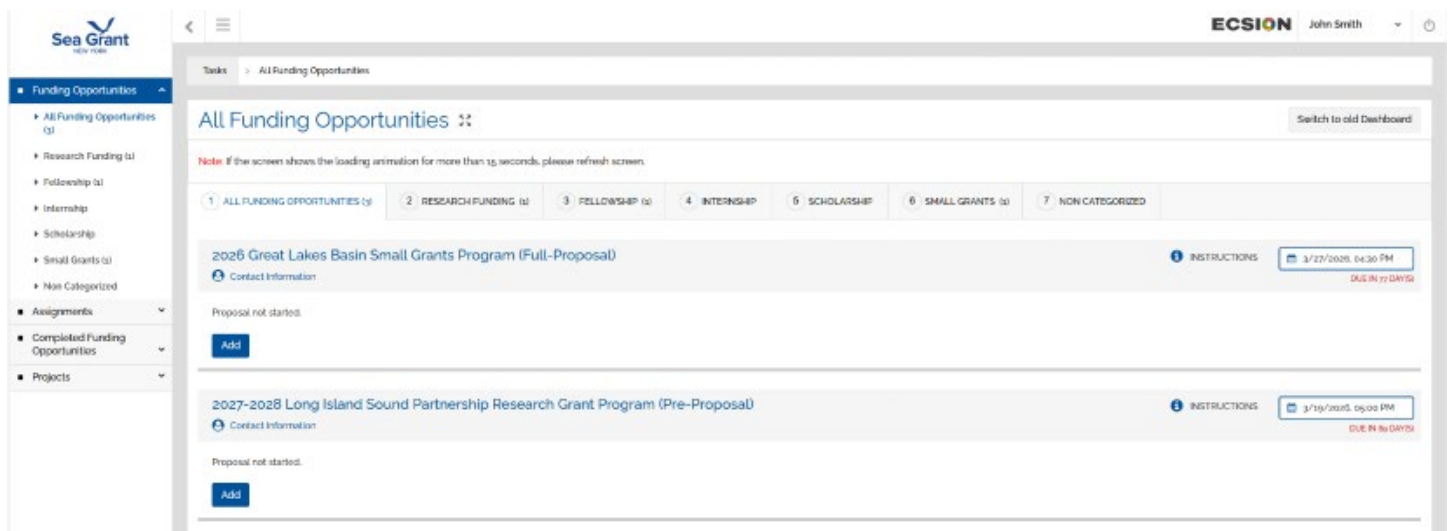
- Select “*Create an Account*” on the eSeaGrant login page.
- Fill out your name and affiliation, click the “I’m not a robot” box, and click Next.
- Enter your email address and click the send code button.
- After submitting the email address, you will receive an account verification email. **Important:** The verification email may be routed to your junk or spam folder. If you do not see the message in your inbox within a few minutes, please check your junk/spam folder.
- Enter the code from the email

- Now enter your phone number and click on the “Send Verification Code” button.
- Enter the code sent to your phone and click next.
- Now set your password. Password must contain at least ten characters, one uppercase letter, one lowercase letter, one number and one special character (allowed characters are: !@#\$%^&* and not allowed characters are: ., _ - + = () { } [] ? < >).
- Click on “Create Account”. Then click “Done”. You’ll return to the landing page.

Note: It takes ~10 minutes to submit this application on eSea Grant, and users are strongly encouraged to have all documents available before proceeding to the next step.

Step 3: Selecting the Relevant Funding Opportunity

- Use the credentials you just created to log into your eSea Grant account.
- Once you have logged in, you will be taken to the “All Funding Opportunities” page.
- Select “2026 Marine and Coastal District of New York Conservation, Education and Research Small Grants Program”. Be sure to select the correct funding opportunity, as multiple Sea Grant funding opportunities or competitions may be listed.
- Click “Add” under the opportunity to begin your proposal.
- Enter the title for your proposal and click “Continue”.



Step 4: Complete and Submit Your Proposal

- You will proceed to the submission itinerary.
- Follow the instructions to complete your submission.
- Navigate through the application by clicking on the “Previous” and “Next” buttons at the top right section of the application or by directly clicking on the tab located on the navigation pane.
- Check the “Mark as Complete” box as you complete each window, then click “Next” to proceed.
- Applications may be saved and continued later. **REMEMBER to press the “Save” button (on the lower right) after each section is completed, otherwise you will lose your information. To continue working on your application select “Edit” when you return to your eSea Grant account.**

- After you have completed all the sections and/or uploaded your document(s), the last step is the “Submission Preview”.
- Verify that you have included all information for the opportunity. Use the “Previous” button if you need to change information.
- Click the “Submit” button on the upper right to submit the application. The status will change to “Submitted” and you will receive a confirmation email.
- Congratulations, you’re done!

The screenshot shows the 'Submission Preview' page in the ECSIION system. The page header includes the Sea Grant logo and the user name 'John Smith'. The main content area displays the RFP title '2027-2028 Long Island Sound Partnership Research Grant Program' and the proposal title 'Title of my most excellent research project'. A 'Submission Preview' section contains instructions: 'The information below will be submitted to NY Sea Grant as your Proposal when you click the "Submit" button. You will be able to edit and re-submit your Proposal up until the deadline, at which time the system will shut-down. Upon submission, you will also receive an email confirming your submission.' Below this, it says 'To complete your submission: PLEASE VERIFY THAT YOUR PROPOSAL IS COMPLETE AND ACCURATE' and 'CLICK THE "SUBMIT" BUTTON'. A central 'PROPOSAL SUBMISSION PREVIEW' section shows the user's name 'Smith, John', the proposal title, the RFP title, and the dates '01/05/2025 - 11/02/2025'. The status is 'Not Submitted'. At the bottom, it shows 'Project Initiation: 01/05/2025' and 'Project Completion: 11/02/2025'.

#####