How to submit an application to the
NCAR Advanced Study Program

https://nsa.ucar.edu/pdoc2018/register.php

The first time you go to the web site you should see this screen.
This application will store your contact information and your application materials.

Your application materials consist of,

♦ Names and contact (email) information of four references.
♦ Curriculum vitae.
♦ Transcripts (unofficial or lists of courses/grades is acceptable).
♦ Statement of research interest.
♦ You may also include a cover letter.

Your CV, transcripts, statement of research interest, and cover letter MUST be submitted in portable document format (PDF).

Enter your name and email address

When choosing a username and password please be aware that the maximum length is 16 characters.

Click the “Register User” button to see if your preferred username is available. If your preferred username is already taken you will need to click the back button on your browser and try again with a different username.
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If you need to come back and complete or edit your application materials you will need to keep your username and password.

Your password can be reset if necessary but that password will be randomly generated and cannot be changed.

If you need to return to complete your application, the URL is https://nsa.ucar.edu/pdoc2018/login.php

Print this page and fill in for your records.

Username_____________________________________________________

Password_____________________________________________________
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Next, you will need to complete your profile.
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PLEASE NOTE THE FOLLOWING:

These items are required.
1. Current affiliation
2. Address
3. Title
4. Country (for current address)
5. PhD University
6. PhD Department
7. Short statement of research interests to assist us in routing your application to the proper reviewer. (400 character limit. You can upload a complete research interest statement in the following page.)
8. Labs/Programs of interest. You must select at least one (This is to help us route your application materials properly. You may select up to three if your interests span multiple Labs.)

Please see this page for more information on the labs here at NCAR, https://asp.ucar.edu/postdocs/description-ncar-organizational-units

Those with non-US addresses, please complete the address section as best you can.

Your email address will automatically be populated from the registration page.

Optional information:
It is the policy of the University Corporation for Atmospheric Research (UCAR) to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246, we invite all applicants to identify themselves

You can help us determine if our advertising is effective by entering where you heard about this program.

Click the “Update Profile” button to complete your profile.

If you need to come back later and complete your application, please Sign Out of the system. Thank you.
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Your progress indicator at the top of the screen will show that your profile is complete. You will now enter the contact information for your references.

Click the “Add Reference” button to access the screen where you will enter their information.

Please let your reference know that they should expect an email from asp-apply@ucar.edu or asp-apply@asp.ucar.edu or it may get caught in the spam filter.

An example of the email sent to your reference is shown at the end of this document.
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Here is the information that you will need to enter

- Your reference’s affiliation.
- Title of your reference. (we use this to address the message to him/her)
- Your reference’s first and last name.
- Your references email address.

Please note: when you click “Submit Reference” an email is immediately sent to the reference whose information you just entered. Their email will contain a unique URL that will allow them to upload a letter that is linked to your application.

When your reference uploads a letter, you are notified by email that the letter was received and the name of the reference that uploaded it.

You MUST enter at least three unique references to continue with the application process.

For technical questions regarding the application or if you would like to comment on it or this document, please contact Scott Briggs sbriggs@ucar.edu
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Once you have uploaded three references you will see that your progress indicator shows the references as complete.

If you have a fourth reference, you can enter it by clicking “Add Reference”, then you will be directed to the reference entry screen again.

Now that you have entered at least three references, you can upload your application materials including your CV, research statement, transcript & cover letter by clicking the “Upload your Research Statement, CV and Transcripts.”
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Use the browse button to the right of each text field to locate the appropriate file on your computer.

It is highly recommended that you submit all documents at one time; however, it is not necessary.

Once you have selected the documents that you want to upload, click the “Upload Application Materials” button.

For technical questions regarding the application or if you would like to comment on it or this document, please contact Scott Briggs sbriggs@ucar.edu
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Once your files are uploaded you’ll receive a response from the system. (this can take several seconds)

You may return and replace your application materials at any time during the application acceptance period and before you have finalized your application. All you need to do to replace a document is to browse to the file location of the new file and click “Upload Application Materials”. It is recommended that you use a new file name if you upload a replacement document.
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Next, you should click the “Home” link on the left side of the web page.

Here you can review the materials that you’ve entered. When you’re satisfied that your application is in order, click the finalize application link.

Please note: if you do not submit any of the three following files, CV, transcripts (non-official) and research plan, your application will be considered incomplete and you will be disqualified from the ASP Postdoctoral Fellowship competition.

Should you decide not to apply, you can delete all of your application by clicking the “Delete your account” link.

For technical questions regarding the application or if you would like to comment on it or this document, please contact Scott Briggs sbriggs@ucar.edu
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Once finalized, your application will be sent to the ASP office. The following page is what you’ll see when you’re done finalizing your application.
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Sample reference request email

Dear Dr. Physicist:

FirstName LastName has applied for a postdoctoral fellowship in the NCAR Advanced Study Program and has provided your name as a reference. We would appreciate a letter that gives your assessment of the applicant's accomplishments, scientific potential, and qualifications for postdoctoral research. To the extent permitted by law, we will treat your comments as confidential (to be shared only among NCAR scientists and administrators involved in the fellowship selection process). We request that you provide your comments by 9 January 2015 because our evaluation of applications will begin then. If this is impossible, please contact us to indicate when we can expect to receive your letter. (Phone: 303-497-1607; email: asp-apply@ucar.edu)

The primary objective of our fellowship program is to advance the professional development of outstanding young scientists by providing them with opportunities to exercise their creativity and independence. We thus seek to identify those applicants who show outstanding potential for creative work and for independent research. The specific fit between the applicant's interests and the NCAR scientific program, while always a consideration, is secondary in importance.

Your comments would be most helpful if you candidly discuss both the strengths and weaknesses of the applicant. Any specific comments you can make regarding the applicant's ability to work independently, to pursue new topics, to interact with others in scientific projects, and to understand a broad range of scientific topics will be particularly useful. Comparisons to other past or present applicants that you know are particularly useful, as is your ranking of the applicant (in regard to scientific potential) relative to other recently graduating Ph.D. scientists in related fields or at your institution.

We greatly appreciate your evaluation of this applicant. If you wish to know more about our program, you can find additional information at http://www.asp.ucar.edu. The postdoctoral fellowship announcement can be seen at this URL: http://www.asp.ucar.edu/pdfp/pd_announcement.php

Please click the following link to upload your reference letter:

With best regards,

Scott Briggs,
for Christopher Davis
Director, NCAR Advanced Study Program
Address: N.C.A.R, P.O. Box 3000, Boulder CO 80307-3000
Phone: (303) 497-1607; FAX (303) 497-1646

For technical questions regarding the application or if you would like to comment on it or this document, please contact Scott Briggs sbriggs@ucar.edu