How to submit an application to the NCAR Advanced Study Program

The very first thing you need to do is to register as a user and add any demographic information here,

https://ucar.wd5.myworkdayjobs.com/UCAR_Careers/job/Mesa-Lab-Building/Advanced-Study-Program-Postdoctoral-Fellowship_REQ-2020-241-1

Once you’ve completed that step, please proceed with the steps below to complete your application.

If you don’t complete both steps, your application will NOT be considered
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https://asppostdoc.ucar.edu/register.php

The first time you go to the web site, you will see this screen. This application will store your contact information and your application materials and then allow the search committee to review your application.

Your application materials consist of the components listed on this web site, https://asp.ucar.edu/postdocs/prospective-applicants

Your Research Statement, Broader impacts Statement, Inclusion Statement, CV, and transcripts (unofficial transcripts are fine) MUST be uploaded as a single portable document format (PDF) file.

Enter your name, email address, username, and password.

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.

If you need to come back and complete or edit your application materials you will need to keep your username and password.

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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Your password can be reset if necessary but that password will be randomly generated and cannot be changed. To change your password, just send an email to sbriggs@ucar.edu

If you need to return to complete your application, the URL is https://asppostdoc.ucar.edu/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.

PLEASE NOTE THE FOLLOWING:

These items are required.
1. Current affiliation
2. Country (of citizenship)
3. PhD University
4. PhD Department
5. Short statement of research interests to assist us in routing your application to the proper reviewer. (400 character limit)
6. Labs/Programs of interest. You must select at least one (This is to help us route your application materials properly. You may select a second lab/program 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
7. Please explain your reasoning behind your choice of lab/program. This will help us ensure that the proper scientist will review your application.
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Once you have entered that information, click the “Update Profile” button to complete your profile.

The 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 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 (optional)
- Title of your reference. (we use this to address the message to him/her)
- First and last name of your reference.
- Your reference’s 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 links to your application.

When your reference uploads a letter, you receive notification by email, that email will contain the name of the reference that uploaded it in case you want to keep track.

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

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Once you have uploaded three references you will see that your progress indicator shows the references section 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.
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Now that you have entered at least three references, you can upload your application.

Locate the correct file using the “Choose File” button.

Upload your application by clicking the “Upload Application Document” button.

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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 Document”. We recommend that you use a new file name if you upload a replacement document.

At this point, you can sign out or finalize your application.

If you plan to update your application document, you should sign out and return later to upload it.

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If you log back into the system, it will take you to the “Home” page. You can also access your home page by clicking the “Home” link on the left side of the web page.

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

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 is sent to the ASP office. The following page is what you will see when you are 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 National Center for Atmospheric Research's Advanced Study Program in Boulder, CO U.S.A. 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 3 January 2021 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 https://asp.ucar.edu/. The postdoctoral fellowship announcement can be seen at this URL: https://asp.ucar.edu/postdocs/prospective-applicants

Please click the following link to upload your reference letter: https://asppostdoc.ucar.edu/enterref.php?id=3212345678.22545

With best regards,

Scott Briggs,
for Rebecca Haacker
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

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