The California State University
COUNCIL ON OCEAN AFFAIRS, SCIENCE & TECHNOLOGY (COAST)

COAST Student Travel Award Program
July 1, 2016 - June 30, 2017

Key Dates & Information

- Application Guidelines
  - **Domestic**: No less than **45 days** prior to scheduled departure date, OR your internal campus deadline for domestic travel, whichever is ***greater***.
  - **International:** No less than **75 days** prior to scheduled departure date, OR your internal campus deadline for international travel, whichever is ***greater***.
    - U.S. Territories are considered international for this purpose.
- Award Notification: 2-4 weeks following submission of complete application.
- Maximum Award Amount: $750 for travel within California; $1000 for travel outside California.
- Travel Dates Covered: July 1, 2016 – June 30, 2017
- Awardees must be enrolled CSU students or continuing CSU students during the time of travel.
- Award Payment: This is a **reimbursable award**: awardees must expend their own funds to travel and will be reimbursed for eligible travel expenses following travel. Following travel, awardees will seek reimbursement for eligible travel expenses through their home campus and COAST will reimburse the awardee's campus via CPO following submission of the awardee's travel expense claim. Please note that travel reimbursement processing time varies significantly at each campus and ranges from several weeks to several months. We advise applicants to inquire about processing time at their campus.
- Contact Information: Beth Pardieck (epardieck@csumb.edu) COAST Program Coordinator

Program Description

The CSU Council on Ocean Affairs, Science and Technology (COAST) aims to increase CSU student participation in scientific conferences and meetings. COAST will provide awards up to $750 for travel within California and up to $1000 for travel outside California to continuing CSU undergraduate and graduate students to attend and present the results of original marine, coastal and coastal watershed research at scientific meetings and conferences with the ultimate goals of 1) enhancing student experiences, 2) engaging the broader scientific community, and 3) highlighting the results of CSU research at state, national, and international levels.

A total of $30,000 is available for student travel support and will be divided evenly among four quarters:

- July 1-September 30, 2016; ***(UPDATE: travel funding for this quarter has been spent);***
- October 1-December 31, 2016; ***(UPDATE: travel funding for this quarter has been spent);***
- January 1-March 31, 2017; ***(UPDATE: travel funding for this quarter has been spent);***
- April 1-June 30, 2017. ***(UPDATE: travel funding for this quarter has been spent)***

All funding described in this announcement is contingent upon general state funds received by the California State University.

See http://www.calstate.edu/coast/funding/past_student_travel_awards.shtml for examples of previous awards.

Applicant Eligibility and Restrictions

- Applicants must be full or part-time CSU students in good standing. Awardees must be enrolled CSU students or continuing CSU students during the time of travel. There are no citizenship requirements.
- Travel awards are limited to one award per student per academic year (July 1, 2016 – June 30, 2017).
- Previous COAST Student Travel Award recipients are eligible to apply provided they have met the obligations of their previous award, however preference will be given to new applicants.
- Applicants must provide evidence of an accepted abstract. You may apply for an award once you have submitted an abstract and are awaiting notification of acceptance. Please note in your application that abstract acceptance is pending. Your application will be held in the queue. Once you receive notification of abstract acceptance, please forward that to COAST.
- Applicants must identify a CSU faculty mentor.
  - Faculty mentors include tenured/tenure track faculty, adjunct faculty, lecturers and research faculty.
  - The faculty mentor must be subscribed to the COAST listserv and have a current profile on Fresca (https://fresca.calstate.edu/) including the following elements: contact and biographical information, areas of interest (keywords), relevant publications, and affiliation with COAST (https://fresca.calstate.edu/groups/11).
- COAST reserves the right to limit the amount of funding awarded to any one scientific meeting or conference.

Application Procedure

1. All **applications** must be submitted using the form available at http://calstate.edu/coast/funding/student_funding.shtml#studentTravel.

   Applicants must provide justification of their need for travel funds and description of matching funds or other resources that make travel feasible if the COAST award will not cover the entire anticipated expense. Please provide a detailed estimated budget for your trip including estimated costs for all transportation, lodging, meals, conference registration fees and incidentals. Please also include all secured and pending support (source and amount).

2. The student must complete and submit the **Departmental Commitment form** via email, which confirms that the student's Department will help them process all required paperwork prior to travel and reimburse the student for personal expenses up to the amount of the COAST award following travel. THIS FORM MUST BE SIGNED BY THE DEPARTMENT CHAIR. Applications will not be considered until the form is received.

   The Departmental Commitment form must be scanned and emailed as a pdf attachment to COAST at studenttravelcoast@share.calstate.edu.

3. The applicant's CSU faculty mentor must provide a **statement of endorsement** via email. It is the applicant's responsibility to contact the faculty mentor and request submission of this statement. The brief statement can be very simple; it only needs to confirm that the faculty mentor supports the student's planned conference presentation and the student's application to COAST for travel funding. Applications will not be considered until endorsements are received.

   Statements of endorsement must be emailed as pdf attachments by faculty mentors to COAST at studenttravelcoast@share.calstate.edu and will remain confidential. Statements must be on institutional letterhead and signed electronically by the faculty mentor.

   Faculty mentors may endorse more than one student. However, no more than $2,000 will be provided to students mentored by a single faculty member for a specific meeting outside of California or $1,500 for a specific meeting within California.

4. All application materials must be received by COAST
   - No less than 45 days prior to scheduled departure date for domestic travel or the number of days prior to scheduled departure your campus requires for domestic travel, whichever is greater.
   - No less than 75 days prior to scheduled departure date for international travel, or the number of days prior to scheduled departure your campus requires for international travel, whichever is ***greater***.
     - U.S. Territories are considered international for this purpose.

Awarding of COAST funds neither implies nor guarantees travel approval from CSU officials.

Additional Information for International Travelers

- Awardees planning to travel internationally will be responsible for obtaining all required approvals at their home campus prior to traveling. This may include securing international travel insurance, which requires significant lead-time for processing. Each campus has unique requirements for international travel approval and insurance and awardees must initiate and complete this process themselves. Applicants should engage the assistance of their CSU faculty mentors.
- Proof of campus approval and international travel insurance must be submitted to COAST prior to travel.
- Travel to "high risk" countries may require additional lead time and approval depending on the policies at your campus. Consult with the Risk Management department at your campus and the U.S. State Department Travel Warnings website (http://travel.state.gov/content/passports/english/alertswarnings.html) for more information.

Award Conditions and Limitations

- Travel must be conducted between July 1, 2016 and June 30, 2017.
- Awardees must be enrolled or continuing students in the CSU at the time of travel.
- Awardees must present the results of original marine, coastal and coastal watershed research; either oral or poster presentations are acceptable.
- Awardees must follow all travel procedures, policies and requirements of their home campus.
- Awardees are required to provide COAST with a report including a summary of the impact of this award. A reporting form will be provided.

Award Processing and Payment

This is a **reimbursable award**: awardees must expend their own funds to travel and will be reimbursed for eligible travel expenses following travel. Reimbursement for eligible travel expenses will be processed through the awardee's home campus following travel. Awardees are responsible for requesting all required authorizations from their home campus prior to travel, and requesting reimbursement and providing required documentation to their home campus following travel. Awardees are also responsible for adhering to all campus timelines, policies and procedures. Please note that travel reimbursement processing time varies significantly at each campus and ranges from several weeks to several months. We advise applicants to inquire about processing time at their campus. COAST will reimburse the awardee's campus via Cash Posting Order (CPO) following submission of the awardee's travel expense claim.