

COAST Student Scientific Conference Expense Award Program
July 1, 2020 - June 30, 2021

Due to COVID-19, we are anticipating that all scientific meetings and conferences will be held remotely for the foreseeable future. COAST will accept applications requesting funds for registration fees for virtual meetings.

Key Dates & Information

- Application Deadline: No less than 30 days prior to remote meeting commencement.
- Award Notification: 1-2 weeks following submission of complete application.
- Travel Dates Covered: July 1, 2020 – June 30, 2021.
- Awardees must be enrolled CSU students or continuing CSU students during the time of the meeting.
- Award Payment: This is a **reimbursable award**: awardees must expend their own funds to participate in the meeting and will be reimbursed afterward. Once the awardee has paid the meeting registration fee, they can seek reimbursement through their home campus and COAST will reimburse the awardee's campus via CPO upon receipt of the awardee's expense claim/payment request. Please note that 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.
- All required forms available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#student-travel-awards>.
- Contact Information: Kimberly Jassowski (kjassowski@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 to continuing CSU undergraduate and graduate students to attend and present the results of original marine, coastal and coastal watershed research at virtual scientific meetings and conferences with the ultimate goals of 1) enhancing student experiences, 2) engaging the broader scientific community, and 3) highlighting the value of CSU research at state, national, and international levels.

A total of \$6,000 is available for student travel support and will be divided evenly among four quarters:

- July 1-September 30, 2020;
- October 1-December 31, 2020;
- January 1-March 31, 2021;
- April 1-June 30, 2021.

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

See <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/past-student-awards.aspx> for a list 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 the meeting. There are no citizenship requirements.
- Travel awards are limited to one award per student per academic year (July 1, 2020 – June 30, 2021).
- 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 (<https://www2.calstate.edu/impact-of-the-csu/research/coast/Pages/faculty-sign-up.aspx>).
- Applicant must be the presenting author. COAST will only provide funding for one presenting author per presentation.
- COAST reserves the right to limit the amount of funding awarded to any one scientific meeting or conference.
- COAST reserves the right to award an amount different than that requested and to make final decisions regarding all applications.

Application Procedure

1. An application must be submitted using the form available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#student-travel-awards>. The application form must be completed and emailed as an attachment to COAST at studenttravelcoast@share.calstate.edu.

Within one hour of application submission, you will receive a confirmation email from COAST with an application ID number. Please save this email for future reference. If you do not receive a confirmation email, please contact COAST (csucoast@csumb.edu) immediately to ensure your application was received. **This is your responsibility**-COAST is not responsible for applications that were not successfully submitted if applicants cannot provide a copy of the email confirming successful submission.

2. The student must complete and submit the **Departmental Commitment form** via email, which confirms that the student's Department will reimburse the student for their registration fee up to the amount of the COAST award. This form must be signed by the department chair: electronic/digital signatures are acceptable. Applications will not be considered until the form is received.

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

3. The applicant's CSU faculty mentor must send an email to studenttravelcoast@share.calstate.edu confirming that 1) the faculty mentor supports the student's planned conference presentation and the student's application to COAST for funding and 2) the applicant will be an enrolled CSU student or continuing CSU student during the time of the meeting. Applications will not be considered until faculty confirmations are received.

Faculty mentors may support more than one student. However, COAST reserves the right to limit the amount of funding provided to students mentored by an individual faculty member for an individual meeting.

4. All application materials must be received by COAST no less than 30 days prior to the commencement of the meeting.

Award Conditions and Limitations

- Meetings must commence between July 1, 2020 and June 30, 2021.
- Awardees must be enrolled or continuing students in the CSU at the time of the meeting.
- Awardees must present the results of original marine, coastal and coastal watershed research; either oral or poster presentations are acceptable.

- Awardees must follow all procedures for reimbursement at their home campus.
- Awardees are required to provide COAST with a one-page summary of the impact of this award on their undergraduate or graduate experience and professional goals within 30 days of the meeting. The reporting form is available for download [here](#).

Award Processing and Payment

This is a *reimbursable award*. Awardees must expend their own funds to participate in the meeting and will be reimbursed afterward. Once the awardee has paid the meeting registration fee, they can seek reimbursement through their home campus and COAST will reimburse the awardee's campus via CPO upon receipt of the awardee's expense claim/payment request. Awardees must follow all procedures for reimbursement at their home campus. Please note that 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.