



## **COAST Graduate Student Research Awards**

**AY 2017-2018**

**Application Deadline: Monday, October 23, 2017, 5:00 p.m. PDT**

### **1) Key Dates & Information**

Application Deadline: October 23, 2017, 5:00 p.m. PDT—ALL materials MUST be submitted by deadline

Informational Webinar: September 27, 2017, 11:00 a.m.-12:00 p.m.

To register, email Anna Holder ([aholder@csumb.edu](mailto:aholder@csumb.edu))

Anticipated Award Notification: January 15, 2018

Award Amount: \$3,000.00

Project Start Date: February 1, 2018

Project End Date: None specified

Questions or additional information: Contact Beth Pardieck ([epardieck@csumb.edu](mailto:epardieck@csumb.edu)), COAST Coordinator

### **2) Program Description**

The CSU Council on Ocean Affairs, Science & Technology (COAST) is the umbrella organization for marine, coastal and coastal watershed related activities within the CSU. COAST promotes research and education to advance our knowledge of marine and coastal resources and the processes that affect them and disseminates scientific information to stakeholders for the development of responsible policy statewide. The scope of COAST includes

- The open and coastal ocean;
- Coastal zones (bays, estuaries, beaches);
- Coastal watersheds: there must be clear and direct linkages between the organism, material or process in the watershed and the coast or ocean (e.g., anadromous fish, surface and groundwater flow, water quality).

Work supported by COAST is NOT limited to California. Please see

<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx> for additional information.

COAST's goals are to

- Advance our knowledge of coastal and marine resources and the processes that affect them.

- Develop innovative solutions to the economic, sociological, ecological and technological challenges that our coastal zone faces.
- Promote environmental literacy to foster stewardship and sustainable use of our coast.

The COAST Graduate Student Research Awards are \$3,000.00 scholarships intended to support CSU graduate students working on marine, coastal and coastal watershed related research projects. These awards provide students with valuable resources to procure critical research materials and supplies or to help defray living expenses while engaged in research. This allows students to obtain the skills necessary to join a highly skilled, technologically advanced workforce while promoting and supporting CSU research.

### **3) Applicant Requirements and Guidance**

Applicants are required to

- Conduct their thesis work or Professional Science Master’s work under the direction of a CSU faculty member (“Advisor”).
- Define a project that supports one or more of COAST’s goals.
  - COAST encourages all types of research. Clear connections to COAST goals must be identified.
  - Work supported by COAST is NOT limited to California, but priority will be given to projects that are applicable to the needs of California.

The application must be a product of your own work. You are strongly encouraged to have your Advisor review your application prior to submission to provide guidance and input.

Applicants may be part-time students but must be enrolled in a graduate degree program. Post-baccalaureate students not enrolled in a graduate degree program are not eligible to apply. Advisors must verify these conditions in the letter of recommendation.

Prior Graduate Student Research Award recipients are eligible to apply provided they have met the obligations of their previous award; however preference will be given to new applicants who have not previously received a COAST Graduate Student Research Award. Preference will not be influenced by prior receipt of other COAST funding (e.g., Undergraduate Student Research Support, Student Travel Award).

Individual students may submit only one application in response to this announcement. Advisors may sponsor more than one student.

Previous awards are listed at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/past-student-awards.aspx> (select “Graduate Student Research Program” in the “COAST Award Program” drop down menu at the top of the page). Examples of highly ranked applications from previous competitions are available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-research-award-applications.aspx>.

#### 4) Application Materials and Instructions

All materials must be submitted by Monday, October 23, 2017, 5:00 p.m. PDT. Incomplete applications and applications submitted after the deadline will not be considered.

The required forms are available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx>.

- Complete the **Application Form**, and save as both a Word document and a PDF file named as follows: *LastName\_FirstName\_App.docx* and *LastName\_FirstName\_App.pdf*. Do not attempt to reformat the form or submit it as a different file type. **Submit both the .docx and .pdf application files.**
  - Grade Point Average (GPA): Enter your GPA in major courses of your graduate degree program. If you are currently enrolled in first semester of graduate school, please use, “N/A, first semester”.
  - Matriculation Date: Provide the date you began your degree program.
  - Suggested Reviewers: Provide the names and contact information for two possible reviewers. These reviewers must be CSU faculty members or research associates and **may not be** 1) from your home campus, 2) members of your committee or 3) anyone with whom there may be a potential conflict of interest. You are encouraged to consult with your advisor on possible reviewers.
- IF you are requesting that all or a portion of your award will be paid to your Department for you to use for services and supplies (see Budget instructions below), you must complete the **Departmental Commitment Form** and obtain all necessary signatures. Scan the signed form and save it as *LastName\_FirstName\_DCF.pdf*. If you are requesting that the entire award be paid directly to you to help defray personal living expenses or tuition, you do NOT need to submit this form.
- When completed, email your Application Form (both .docx and .pdf) and Departmental Commitment Form (if needed) as separate attachments to [graduate@share.calstate.edu](mailto:graduate@share.calstate.edu). Within one hour of application submission, you will receive a confirmation email from COAST. Please save this email for future reference. If you do not receive a confirmation email, please contact COAST ([csucoast@csumb.edu](mailto: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.

Submissions will be evaluated based on the quality of the research described, how the proposed research meets one or more of the goals of COAST, and the need for support. The headings below with specific point values included in parentheses are included in the application form and add up to 100 possible points.

Project Description (60 points total)

The project description must clearly describe the research project to be conducted, including its significance, novelty and application. Primary literature must be referenced. The project description must include experimental design, including a clear statement of hypotheses and/or objectives, methodology and planned data analysis. The quality of the writing will be judged.

- Clear description of the project, its goals and significance (30 points)
- Statements sufficiently referenced (5 points)
- Use of original, peer-reviewed literature, both foundational and current (5 points)
- Clearly stated hypotheses or objectives (5 points)
- Experimental design and methodology (10 points)
- Data analysis plan (5 points)

The project description is limited to 1,500 words; references are submitted in a separate section and are not subjected to a word count. Figures and tables can be included in the project description; any text in tables or figures will be included in the word count.

References (0 points)

Provide full bibliographic information for each citation. Reviewers should be able to easily locate any references you include. For examples of widely accepted citation formats, see [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) or <http://www.sciencemag.org/site/feature/contribinfo/prep/res/refs.xhtml#examples>.

Timeline (10 points total)

Include a timeline for implementation of your research plan with start and end dates, interim milestone dates and your anticipated graduation date. 250-word maximum.

Relation to COAST Goals (15 points total)

This section must clearly articulate how the proposed research relates to one or more of the goals of COAST, as listed on page 1 of this announcement. Work supported by COAST is NOT

limited to California, but priority will be given to projects that are applicable to the needs of California. 300-word maximum.

- Relation to marine, estuarine, coastal, or coastal watershed environments, organisms or issues (10 points)
- Application to California's needs (5 points)

#### Budget and Justification (15 points total)

Construct a line-item budget totaling \$3,000.00 that shows how you will use the award. Awards can be used for living expenses, research-related expenses or both. You can request that the entire award be paid 1) directly to you to help defray personal living expenses or tuition, 2) to your Department for you to use for supplies and services, or 3) any combination of the two. Any portion of the award paid directly to you will be processed as a scholarship through your campus financial aid office (see Section 8 below). Portions of awards paid through your Department for supplies and services will be managed by the Department. In some cases, materials or supplies purchased for your use by the Department are property of the Department and therefore are not considered personal property. Please consult with your Department for policies regarding purchase of materials and supplies.

An example budget is provided in the Application Form. You may use this template or create your own as long as a similar or greater level of detail is provided.

Provide a budget justification that clearly explains your need for the requested support and details how this award will help further and support your research activities. If you request funds to help pay tuition or defray personal living expenses, please be very specific about HOW the funds will be beneficial (i.e., what would an award allow you to do that would not be possible otherwise?). 250-word maximum.

- Line item budget (7.5 points)
- Justification (7.5 points)

#### **5) Letter of Recommendation**

Your CSU Advisor must provide a letter of recommendation (two-page maximum). The letter must be on institutional letterhead and submitted electronically as either a scanned version of an original containing a signature or must contain an electronic signature. Letters must discuss the value of the student's proposed research and must comment on the student's ability to successfully conduct and complete the proposed project. Letters must verify that the student is enrolled in a graduate degree program. Advisors may sponsor more than one student. Advisors should name the file *ApplicantLastName\_LOR.pdf* and submit it directly to COAST at [gradletter@share.calstate.edu](mailto:gradletter@share.calstate.edu). Letters will remain confidential.

## 6) Award Conditions and Details

Awardees are required to

1. Make an oral or poster presentation at an external meeting or conference within one year of receiving the Award, and acknowledge COAST in the presentation.
2. Acknowledge COAST in any publications or presentations resulting in whole or in part from the Award.
  - a. COAST should be referenced as “California State University Council on Ocean Affairs, Science and Technology (COAST)”.
  - b. The logo is available in multiple file formats at <https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/coast-documents.aspx>.
3. Provide COAST with an abstract of their research and a one-page summary of the impact of this award on their research progress by August 15, 2018.
4. If any award funds were transferred to their Department, awardees should communicate with their Department to ensure that funds are still available for awardee’s use after the fiscal year ends on June 30, 2018, if necessary. COAST does not specify a project end date and the award funds do not expire.

## 7) Important Financial Aid and Tax Liability Information

Applicants are *strongly encouraged* to consult with their campus financial aid office *prior to applying* to COAST to determine the potential impact of this award to other forms of compensation provided through their university, including financial aid. Portions of awards paid directly to students will be processed through campus financial aid offices. Please be advised that receiving and accepting a COAST award could lead to a decrease in other forms of financial assistance. Ordinarily, adjustments (if any) are made to loans first before other grants or scholarships. Award recipients should contact their campus financial aid office to determine how the award may affect their total financial aid package.

Because of Internal Revenue Service and other requirements, campuses may also consult with accounting, human resources and international programs staff to determine appropriate method of payment and any tax withholding requirements. Award recipients should consult with a tax professional regarding tax liability resulting from any award.