



REQUEST FOR APPLICATIONS SEMINAR SPEAKER SERIES AY 2019-20

Key Information

- Awards up to **\$700 each** are to be used to reimburse the speaker for travel costs and for group meals with the speaker.
 - *For travel either to or from Humboldt State University, the award limit is \$1,000.*
- Review of applications for funding for Fall 2019 will begin **August 5, 2019**. Review of applications for funding for Winter/Spring 2020 will begin **October 7, 2019**.

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 marine and coastal research and education throughout the CSU and disseminates this information to the public for the development of responsible policy statewide. Please see <https://www2.calstate.edu/impact-of-the-csu/research/coast/> for additional information.

Realizing that budgets for departmental seminars are often small or non-existent, COAST has created the Seminar Speaker Series Program to provide funding to departments to host seminar speakers from other CSU campuses that they would not otherwise be able to invite. This program is intended to increase the exchange of ideas among campuses and ultimately lead to increased collaboration across campuses.

Seminars supported through this program must relate to COAST's overall goal of advancing our knowledge of coastal and marine resources and the processes that affect them. This should be interpreted broadly to include any of the following:

- Research related to marine, coastal and coastal watershed regions (watershed materials, organisms or processes must clearly and directly connect with or impact the coast and/or ocean);
- Innovative solutions to the economic, sociological, ecological and technological challenges that our coastal zone faces.
- Efforts to promote environmental literacy to foster stewardship and sustainable use of our coast.

It has been our experience to date that research in these areas occurs in a broad array of departments including: Anthropology, Art, Biology, Chemistry and Biochemistry, Economics, Education, Engineering, English, Environmental Science and Policy, Geography, Geology, Mathematics, Oceanography, and Physics. Applicants should not restrict themselves to this list however and are encouraged to think broadly.

Awards up to **\$700 each** are to be used to reimburse the speaker for travel costs and for group meals with the speaker (e.g., lunch with graduate students, dinner with faculty members). *For travel either to or from Humboldt State University, the award limit is \$1,000.* Award funding provided originates from the State General Fund (CSU Fund 485). This is a reimbursable award;

departments must expend their own funds, and provide evidence of expended funds to COAST. COAST will then reimburse Department via Cash Posting Order (CPO). Funds are to be managed by departmental staff. Awards cannot be transferred to campus research foundations, auxiliaries, corporations, etc. Awards are not subject to campus indirect costs (facilities and administrative fees)¹ or any other type of fee from any source.

Eligibility, Responsibilities, Definitions and Restrictions

Any department in the CSU with an interest in hosting a seminar speaker from another CSU campus is encouraged to apply. As part of the application process, a tenured/tenure-track faculty member of the applying department must be designated as the “Faculty Host”. This faculty member will be responsible for the following:

- Hosting the seminar speaker for a day of meetings with faculty members and students before and after the seminar;
 - Arranging a schedule for the speaker to meet with individual faculty members with similar or related interests with the goal of fostering subsequent professional relationships and collaborations;
 - Arranging lunch with a group of graduate students (undergraduates may be included if appropriate);
 - Arranging an evening social event with faculty members to allow for more informal conversation and relationship-building (*highly encouraged but not required*);
- Advertising the seminar within the department and on campus and including acknowledgement of COAST support;
- Delivering slides about COAST and its current activities at the beginning of the departmental seminar (these materials will be provided to the Faculty Host ahead of time and may change depending on the COAST funding and student opportunities that are current at the time).
- Ensuring any personal hospitality claims are submitted properly and processed in a timely manner.

The **Host Campus** is the campus where the seminar will occur. The **Host Department** is the department on the Host Campus that convenes the seminar. The **Speaker’s Home Campus** is the campus where the speaker is employed.

Please note: while the award will technically be made to the Host Campus, **the speaker will be reimbursed for all travel costs by their Home Campus**, which will then seek reimbursement

¹ Provisional Guidance on Allowability of Indirect (F&A) Costs on CSU Internal Grant Proposals: Grants issued from CSU lottery funds, student fees (including State University fees) or other legislatively appropriated funds, as a result of a competition within the CSU, shall not be subject to indirect/F&A costs. Indirect cost will not be allowed as a grant-funded expense in proposals submitted in response to RFPs from programs that receive the majority of their support from student/university fee revenue or lottery funds. However, the F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may also be used by the auxiliary or enterprise fund as an offset to the university’s cost allocation plan, in accordance with EO 753/1000.

from the Host Campus. COAST will then reimburse the Host Campus for all eligible speaker travel and hospitality costs incurred up to the award limit.

Allowable expenses include speaker travel and group meals with the speaker. For lunch, COAST award funds can be used to pay for meals for the host, speaker and a group of students. For dinner, these funds can be used to pay for meals for the host, speaker and other faculty members. Alcohol may not be paid for with these funds.

Awards will initially be limited to one per Department per academic year. If funding allows, a Department may apply for a second award following approval by COAST staff.

Application Procedure

Submit the two-page application (provided at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#seminar-speaker-series-program>) as an email attachment to csucoast@csumb.edu.

- The first page of the application must be signed by the Faculty Host and the Host Department Chair.
- Name and contact information for the individual within the Host Department who will request reimbursement from COAST (Department Fiscal Contact) must be provided.
- On the second page, provide the speaker's information and the expected date and title of the seminar.

Review of applications for funding for Fall 2019 will begin **August 5, 2019**. Review of applications for funding for Winter/Spring 2020 will begin **October 7, 2019**.

Award Procedure

- This is a reimbursable award.
- The speaker will arrange and pay for their own transportation in accordance with all travel regulations and requirements imposed by their Home Campus regarding the use of State of California funds.
- **The speaker will be reimbursed by their Home Campus for all eligible travel costs after travel claims are submitted and processed.** Exceptions are allowed if the Host Department can pay for any of the speaker's travel costs directly (e.g., flights, hotel).
- The Host Campus will reimburse the Speaker's Home Campus for the speaker's eligible travel costs.
- COAST will reimburse the Host Campus for amount provided to the Speaker's Home Campus and any hospitality costs up to the amount awarded upon receipt of documentation of expended funds. The Host Department Fiscal Contact must contact Kimberly Jassowski, COAST Support Coordinator (kjassowski@csumb.edu) when the total amount incurred is finalized and COAST will initiate a CPO to reimburse the Department up to the award amount.
- Funds are to be managed by departmental staff.

Post Award Obligations

Within 30 days of the funded seminar, the Host must provide a brief written report (form provided [here](#)) to COAST that includes:

- The seminar speaker's schedule for the day(s) at Host Campus
- A list of faculty members and students who met with the seminar speaker; if any meetings yielded significant potential for future collaboration please indicate that.
- A statement on how COAST support made it possible for this speaker to come, and how this helped enhance the Department's seminar series overall.

For further information contact:

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