



**COAST Undergraduate Student Research Support Program  
AY 2017-18**

**Program Description, Guidance and Requirements**

**Key Dates:**

|          |   |
|----------|---|
| 08/21/17 | Funds transferred to each campus  |
| 09/01/17 | Project period start date   |
| 09/06/17 | Informational Webinar #1, 11:00 a.m.-12:00 p.m.                                     |
| 09/28/17 | Informational Webinar #2, 2:00-3:00 p.m.  |
| 01/15/18 | Campus Interim Report due to COAST  |
| 05/15/18 | Campus Final Report due to COAST  |
| 06/15/18 | Reports from students <b>not working over the summer</b> due on or before this date |
| 08/31/18 | Project period end date   |
| 09/17/18 | Reports from students <b>working over the summer</b> due on or before this date     |

**Program Description**

The CSU Council on Ocean Affairs, Science and 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 [www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx](http://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 Undergraduate Student Research Support Program provides funding to every campus in the CSU to support undergraduate student participation in faculty-mentored marine, coastal and coastal watershed research. The goal of this program is to engage students interested in pursuing marine-related careers and provide them with the opportunity to obtain the skills necessary to join a highly skilled, technologically advanced workforce while promoting and supporting CSU faculty research. Campus Representatives are responsible for implementing this program and awarding the funds. In AY 2016-17, the program successfully supported 71 undergraduate students at 22 campuses throughout the system.

In AY 2017-18, the COAST Undergraduate Student Research Support Program will provide \$2,500 to each campus. These funds can be used in conjunction with any funds remaining from prior year allocations to the campus through the same program. Thus, a campus may have more than \$2,500 available for AY 2017-18 if previous year Undergraduate Student Research Support Program funds were not fully utilized.

COAST [Campus Representatives](#) are responsible for implementing this program on their campus. The Campus Representatives will

- Advertise the opportunity broadly to colleagues and students as appropriate.
- Determine criteria for appropriate use of funds on their campus that are consistent with the guidance provided and requirements set forth in this document.
- Develop a procedure for allocating the funds that promotes equity of opportunity and transparency.
- Ensure the funding is used according to the principles and procedures developed in response to this document.
- Report details of the activities supported and outcomes to COAST.

Although COAST provides guidance and recommendations about this process, the Campus Representatives are ultimately responsible for implementation, oversight and reporting. If needed, COAST can provide examples of announcements, application forms, and evaluation criteria used by other campuses.

### **Guidance and Requirements**

COAST Undergraduate Student Research Support Program allocations will be directed to the Science Deans' offices. The Dean may choose to distribute funds to the appropriate department(s) once awards have been made or to retain the funds and manage the awards at the College level. **Funds can be used to support activities occurring September 1, 2017 – August 31, 2018.**

**In order to increase the likelihood that all AY 2017-18 funds are successfully awarded, program implementation should begin immediately.** Any unused funds will roll over into the following year. Campuses will be permitted to accumulate up to \$5,000 in Undergraduate

Student Research Support Program funds if Campus Representatives have made a good faith effort to award the funding but awards cannot successfully be made.

Recipients of funding through the COAST Undergraduate Research Support must

- Be a CSU undergraduate student in good academic standing at the time of application and during the award period;
- Work with a CSU faculty advisor; *and*
- Participate in a clearly defined project that falls within the scope of COAST and is aligned with one or more of COAST’s goals (see first page of this document).

COAST requires that students receiving funding through this program must work on or contribute to clearly defined research projects. Ideally, a student should be able to articulate the details of the project (context, hypothesis, methods to be employed, etc.) and describe how the support will facilitate participation. Work on joint projects is allowed but each student must be awarded a discrete amount of funding that can be tracked and reported. Each student must apply separately, be awarded funds individually, and write his/her own final report personally. It should be clear to the selection committee what each student is contributing to the project. Please see the following examples of awards that are and are not acceptable for work on joint projects.

**Acceptable:**

| Student Name | Title                            | Award Amount |
|--------------|----------------------------------|--------------|
| Student A    | The effect of sunlight on plants | \$250        |
| Student B    | The effect of sunlight on plants | \$250        |

**Not Acceptable:**

| Student Name            | Title                            | Award Amount |
|-------------------------|----------------------------------|--------------|
| Student A and Student B | The effect of sunlight on plants | \$500        |

COAST encourages all types of research and related activities that relate to the open and coastal ocean, coastal zones (bays, estuaries, beaches), and coastal watersheds (links between the organism, material or process in the watershed and the coast or ocean must be clear and direct). It is up to the Campus Representatives and other involved faculty members and/or administrators to determine what activities are appropriate for funding through this initiative. The campus may determine additional considerations or criteria it wishes to employ, such as

- How many students the \$2,500 should support, or the size of any individual award.
- Whether or not to establish a minimum GPA for participation.
- How early on or advanced students should be (first-year, second-year, etc.).
- Whether support should be need-based or merit-based or a combination of the two.

Examples of undergraduate research-related expenses envisioned include, *but are not limited to*:

- Wages paid directly to student researchers
- Research supplies or materials
- Travel to field site to collect samples or to off campus facility to analyze samples
- Sample analysis costs
- Purchase of highly specialized software to analyze samples or data
- Travel to workshop or short course to learn skills directly related to research
- Travel to conference or meeting to present the results of research

Funds should be managed by the faculty advisors on behalf of the student awardees. **The College Budget Analyst should be consulted during announcement development to advise on allowable expenses and categories (e.g., hourly wages) and notified when awards are made.** COAST encourages campuses to leverage this funding to engage students from *all backgrounds* in marine science and related disciplines and to increase CSU student success. Undergraduate research is a high impact practice (HIP) shown to increase undergraduate students' interest in studying STEM and improve STEM bachelor's degree completion rates. Undergraduate research is also more effective in generating positive outcomes the earlier it occurs in the student's career (i.e., it can be most effective in the first and second years). *This funding is an opportunity to engage at-risk students, including those from historically underrepresented minority groups or who are low-income or first-generation college students.*

COAST support must be acknowledged by the student or faculty member in any publications or presentations resulting in whole or in part from funding provided. COAST should be referenced as "California State University Council on Ocean Affairs, Science & Technology (COAST)". The logo is available in multiple file formats at <https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/coast-documents.aspx>.

### **Reporting**

Campus Representatives will report to COAST two times during AY 2017-18: a brief Campus Interim Report will be due January 15, 2018, and a Campus Final Report will be due May 15, 2018. Although the project period does not end until August 31, 2018, it is expected that all funding will have been allocated in time for the Final Report submission. Report templates are available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#undergraduate-student-research>. Campus Representatives will be asked to describe how the opportunity was advertised and how funding decisions were made. Campus Representatives will also be asked to provide the following information in the Final Report for each student supported:

- First and last name
- Student ID number
- Contact information (email, phone)
- Major
- Year (first year, second year, etc.)
- Project advisor
- Amount of support
  - Include any campus match if provided

- Report cash contributions only, do not report in-kind support
- Project title

COAST will also request a report directly from each student including a project abstract, budget summary describing how the award was used, and a statement of impact describing how the award 1) made the research project possible, 2) enhanced the student's undergraduate experience, and 3) shaped their educational and career goals. Reports from students not working over the summer are due to COAST on or before June 15, 2018. Reports from students working over the summer are due to COAST on or before September 17, 2018. The Student Final Report Template is available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#undergraduate-student-research>.

### **Important Financial Aid and Tax Liability Information**

Students should be advised that they may be liable for State and Federal income tax on any funding provided directly to them as a stipend or wage, or that such funding could affect their financial aid package. Students should be encouraged to consult with a tax professional regarding potential tax liability resulting from any support provided through this program. 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.

Students should also be advised that any funding 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. Students should be strongly encouraged to consult with their campus financial aid office prior to accepting any support offered through this program to determine the potential impact of support on other forms of compensation provided through their university, including financial aid.

### **For further information contact**

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