

COAST Student Travel Award Program
July 1, 2022 - June 30, 2023

COAST is accepting applications for both remote and in-person conferences.

Key Dates & Information

- Application Deadlines:
 - **Domestic:** No less than **30 days** prior to scheduled departure date OR your internal campus deadline for domestic travel, whichever is ***greater***.
 - Per CSU Travel Policy and Assembly Bill 1887, COAST cannot support travel to certain states. Please see this [CSU Memo](#) for more details and a list of states on the travel ban list.
 - **International:** No less than **60 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.
 - **Remote:** No less than **30 days** prior to remote conference commencement.
- Award Notification: 2-4 weeks following submission of complete application.
- Maximum Award Amount:
 - \$1,000 for domestic travel within the continental US (lower 48 states, excluding Alaska and Hawaii).
 - \$1,500 for travel outside of the continental US (Alaska, Hawaii, US territories and international destinations).
 - \$500 for remote conference registration fees.
- Travel Dates Covered: July 1, 2022 – June 30, 2023.
- **Students who are members of a group that has been historically excluded from marine and coastal science, including students who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native; female; LGBTQIA+; first-generation college students; economically disadvantaged; veterans; and students with disabilities are strongly encouraged to apply. Applicants of any race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, dis/ability or veteran status are welcome.**
- Awardees must be enrolled CSU students or continuing CSU students ***during the conference***. Awards cannot be used for conferences that occur after a student has graduated.
- Award Payment: This is a ***reimbursable award***. Awardees must expend their own funds to attend the conference and will be reimbursed for eligible expenses afterward.
- 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 Analyst.

Program Description

The CSU Council on Ocean Affairs, Science and Technology (COAST) aims to increase CSU student participation in scientific conferences. COAST will provide awards up to \$1,000 for travel within the continental US, up to \$1,500 for travel outside the continental US, and up to \$500 for remote conference registration fees to continuing CSU undergraduate and graduate students to attend and present the results of original marine, coastal and coastal watershed research at scientific 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.

Up to \$30,000 is available for student travel support and will be divided evenly among four quarters:

- July 1-September 30, 2022;
- October 1-December 31, 2022;
- January 1-March 31, 2023;
- April 1-June 30, 2023.

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

Students who are members of a group that has been historically excluded in marine and coastal science, including students who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native; female; LGBTQIA+; first-generation college students; economically disadvantaged; veterans; and students with disabilities are strongly encouraged to apply. Applicants of any race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, dis/ability or veteran status are welcome.

- Applicants must be full or part-time CSU students in good standing.
- **Awardees must be enrolled CSU students or continuing CSU students during the conference.**
- There are no citizenship requirements.
- Student travel awards are limited to one award per student per academic year (July 1, 2022 – June 30, 2023).

- 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.
- 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 conference.
- COAST reserves the right to award an amount different than that requested and to make final decisions regarding all applications.
- Per CSU Travel Policy and Assembly Bill 1887, COAST cannot support travel to certain states. Please see this [CSU Memo](#) for more details and a list of states on the travel ban list.

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.

Applicants must provide a budget of their anticipated conference expenses and a description of matching funds or other resources that will make travel feasible if the COAST award will not cover the entire anticipated expense. The budget must include estimated costs for all transportation, lodging, meals, conference registration fees and incidentals. Please also include all secured and pending support (source and amount). If the conference is remote, please indicate that in the Budget section, and note that a detailed budget is not necessary.

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 help them process all required paperwork

prior to commencement of the conference and reimburse the student for personal expenses up to the amount of the COAST award following the conference. 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 scanned and 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 conference. 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 conference.

4. All application materials must be received by COAST
 - No less than **30 days** prior to scheduled departure date for domestic travel OR your internal campus deadline for domestic travel, whichever is ***greater***.
 - No less than **60 days** prior to scheduled departure date for international travel OR your internal campus deadline for international travel, whichever is ***greater***.
 - U.S. Territories are considered international for this purpose.
 - No less than **30 days** prior to the commencement of a remote meeting.

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

- Conferences must commence between July 1, 2022 and June 30, 2023.
- Awardees must be enrolled or continuing students in the CSU at the time of the conference.
- Awardees must present the results of original marine, coastal and coastal watershed research; either oral or poster presentations are acceptable.
- Awardees must follow all relevant procedures, policies and requirements of 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 conference. The reporting form is available for download [here](#).

Award Processing and Payment

This is a ***reimbursable award***. Awardees must expend their own funds to attend the conference and will be reimbursed for eligible expenses afterward. Following the conference, awardees must seek reimbursement for eligible expenses through their home campus and COAST will reimburse the awardee's campus via Cash Posting Order (CPO) following submission of the awardee's travel expense claim.

Awardees are responsible for obtaining all required authorizations from their home campus prior to any 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.

If the conference is remote, awardees can seek reimbursement through their home campus once they have paid the meeting registration fee, and COAST will reimburse the awardee's campus via CPO upon receipt of the awardee's reimbursement request.

Please note that reimbursement request 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 CPO following submission of the awardee's reimbursement request.