



**SEMINAR SPEAKER SERIES AY 2023-2024
REQUEST FOR APPLICATIONS (RFA)**

KEY INFORMATION

- Awards up to **\$1,000 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 Cal Poly Humboldt, the award limit is \$1,500.*
- Applications will be accepted on a continual basis through April 30, 2024, or until all funding is expended, whichever occurs first.
- Participation by individuals who are part of a group that has been historically excluded from marine and coastal science, including faculty members who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native or a combination of ethnicities; from another country; female; LGBTQIA+ and faculty 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.
- **Program Contact:** Kimberly Jassowski, Program Analyst, (530) 919-4830, kjassowski@csumb.edu

PROGRAM DESCRIPTION

COAST promotes research and education to advance our knowledge of ocean and coastal systems and disseminates scientific information to stakeholders for the development of responsible policy. The scope of COAST includes

- The open and coastal ocean;
- Coastal zones (bays, estuaries, beaches);
- Coastal watersheds: the organism, material or process being studied in the watershed must have a clear and direct impact on the downstream marine environment (e.g., anadromous fish, surface and groundwater flow, water quality).

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 may cover a wide variety of ocean and coastal topics (broadly defined) that are aligned with COAST's mission, vision and goals (<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx>).

Ocean and coastal research and scholarly activity occur across a diversity of disciplines 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 **\$1,000 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 Cal Poly Humboldt, the award limit is \$1,500.

Funding provided originates from legislatively appropriated funds. Funds will be transferred to the award recipient's campus by Interagency Financial Transaction (IFT). Awardees will work with their campus accounting staff to designate the location for award financial management. This location may include the awardee's college, department, or an auxiliary, research foundation, or corporation (hereafter referred to as auxiliary). If an auxiliary is designated for award financial management, the auxiliary will incur project expenses and then invoice the state side. **Regardless of where awards are managed, they are not subject to campus indirect costs (facilities and administrative fees)¹ or any other type of fee from any source.**

Participation by individuals who are part of a group that is historically excluded from marine and coastal science, including faculty members who are Hispanic, Latina/o, Black or African American, Asian, Pacific Islander, American Indian or Alaska Native or a combination of ethnicities; from another country; female; LGBTQIA+ and faculty 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.

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*);

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.

- 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 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.

If funding allows, a Department may apply for a second award following approval by COAST staff.

Awarding of COAST funds to support travel by a seminar speaker does not constitute any sort of formal approval for travel or campus event. All travel must be approved by the traveler's campus officials and must adhere to campus travel restrictions and requirements.

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.

Applications will be accepted on a continual basis through April 30, 2024, or until all funding is expended, whichever occurs first. Review of applications for funding for Fall 2023 will begin **August 1, 2023**. Review of applications for funding for Winter/Spring 2024 will begin **October 3, 2023**. Applicants will be notified of the status of their application within two weeks of submission.

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 Program Analyst (kjassowski@csumb.edu) when the total amount incurred is finalized and COAST will initiate an IFT to reimburse the Department up to the award amount.
- Funds are to be managed by departmental staff.

POST-AWARD OBLIGATIONS

Acknowledgement of Support

The awardee is responsible for assuring that COAST support for the seminar is acknowledged in the following terms: **CSU Council on Ocean Affairs, Science & Technology (COAST).**

Reporting

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.