

COAST Field Experiences Support Program

AY 2023-2024

Application Deadline: Rolling, but no later than May 31, 2024

1) Key Dates & Information

Eligibility: Matriculated CSU undergraduate and graduate students; *priority will be given to students who have little or no field experience.*

Applications are now being accepted for expenses associated with field work through August 31, 2024.

Applications are no longer being accepted for expenses associated with Spring 2024 courses.

Application Deadline: Rolling, but no later than 5:00 pm PDT, May 31, 2024

Total amount available: \$50,000

Awards details:

- Any amount up to \$2,000. There is no minimum amount, but applications of \$100 or more are recommended.
- Awards can be used to participate in field experiences ***anywhere in the world*** and are NOT limited to California.

Please contact Kimberly Jassowski (kjassowski@csumb.edu), COAST Program Analyst, with any questions you may have.

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

Applications from students who already have considerable field experience will be considered, but *support for students who have little or no field experience will be prioritized.*

2) Program Purpose

The Field Experiences Support Program provides financial resources directly to CSU students to allow them to

- Purchase personal gear needed to engage in field work.
- Travel to take a field course or conduct course-based field work.
- Pay fees and other costs for field courses (broadly defined).

The overall goal of this new program is to encourage more students, particularly those from historically excluded groups, to participate in ocean and coastal field experiences. We believe this can be

accomplished by providing funds to help cover the costs associated with field work and field courses to students with financial need. **Funds must be used to allow students to do something they wouldn't be able to do otherwise or wouldn't be able to do without creating significant financial hardship.**

A total of \$50,000 is available and will be divided evenly among two halves of the year (\$25,000 per half):

- July 1-December 31, 2023;
- January 1- May 31, 2024.

3) Context and Rationale

Participation in field courses is a critical tool in student retention and success in science, particularly for students from groups that have been historically excluded from ocean and coastal disciplines. For many students, their first field experience can be transformative and catalytic, **IF** they have a positive experience. Unfortunately, costs associated with field experiences can often be prohibitively expensive. This can be a real and significant barrier for economically challenged students that either completely prevents them from participating or creates conditions in which participation is not a fulfilling and rewarding experience and dissuades the student from engaging further. This program is intended to provide students with the financial resources needed to engage in ocean and coastal field experiences and to do so in a way that is equitable and inclusive. Awards are expected to reduce or remove some of the logistical concerns and barriers associated with field work so that the student can focus on the scientific and social aspects and benefits of the experience. We hope that by providing this financial support to students, they are better enabled and empowered to form their scientific identities and increase their sense of belonging, skills and confidence through field experiences.

The CSU Council on Ocean Affairs, Science & Technology (COAST) is the umbrella organization for ocean, coastal and coastal watershed related activities within the CSU. COAST's mission is to promote research and education to advance our knowledge of ocean and coastal systems. COAST is deeply committed to increasing equity, inclusion and ultimately diversity in ocean and coastal science disciplines. In the CSU, seventy percent of students are students of color, half of undergraduate students are Pell Grant recipients (which means they have extreme unmet financial need) and one-third of undergraduate students are the first person in their family to attend college. Thus, providing funding to students to offset the cost of engaging in field experiences based on financial need will also positively impact students of color and first-in-family students and ultimately increase participation and diversity (broadly defined) in these fields.

4) Eligibility

This program is available to currently matriculated CSU undergraduate and graduate students engaged in ocean and coastal field work through CSU classes, research activities led by CSU faculty members, and/or field courses at the CSU or any accredited college or university. Students may be full- or part-time. Students may receive only one award per academic year.

Applications from students who already have considerable field experience will be considered, but priority will be given to students who have little or no field experience.

Students can receive up to \$2,000 through this program as either a CSU undergraduate or graduate student. If a student attends the CSU for both undergraduate AND graduate education, they are limited to a lifetime maximum of \$4,000 through this program and can receive no more than \$2,000 as either an undergraduate or graduate student. Students may apply to this program more than once until they reach the undergraduate, graduate or lifetime limit. Awards from other COAST student programs (Student Travel, Graduate Student Research, Undergraduate Student Research Support) do NOT count toward the limits described here.

5) Award Use

Awards must be used to

- Engage in ocean and coastal field work or field courses.
 - Field work (outside of field courses as described in the next bullet point) must be part of an official CSU class or a research project led by a CSU faculty member.
 - Field courses must be offered by the CSU or any other accredited college or university.
- Allow the awardee to do something they wouldn't be able to do otherwise or wouldn't be able to do without creating significant financial hardship.

The activity(ies) must occur in areas that fall within the scope of COAST:

- 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).

Funds can be requested to support the following uses:

- **Personal gear:** Students may need personal items to be able to fully, comfortably and safely participate in field work, field experiences and field-based courses. For example, students may need camping equipment if they need to stay overnight in the field as part of a class or sampling trip. In this case, a student could apply to COAST for gear such as a tent, sleeping pad, sleeping bag, cooking equipment, etc. Students may need dive gear and wet suits to engage in SCUBA or snorkeling-related field work or classes. Students may need backpacks, waders, or waterproof boots to conduct intertidal and estuarine work. These examples are provided to illustrate the different types of gear that could be requested and are not meant to be an exhaustive list.

Items purchased will be the property of the student and will remain the property of the student. Funds must be used within **90 days** of the award date.

This funding is NOT intended to cover research equipment. For example, if you need a GoPro, GPS unit or sampling equipment, this program does not provide that type of funding. If you have any questions, please contact Kimberly Jassowski (kjassowski@csumb.edu), COAST Program Analyst, or Dr. Krista Kamer (kkamer@csumb.edu), COAST Director.

- **Travel for field courses and class-based field work:** Students may need to travel to take a field course or engage in field work as part of an official CSU class. For example, students may need

to drive to field sites periodically as part of a CSU course, or they may need to travel a long distance to participate in a field course offered by the CSU or another accredited college or university. In these cases, students can apply for funds to cover mileage reimbursements for use of personal vehicles, other forms of transportation (airfare, train, ferry), lodging and meals (or room and board).

Undergraduate students enrolled in research units as part of a capstone project are eligible to apply for travel funding. Graduate student enrollment in research units does NOT meet the requirement of travel being part of an official CSU class.

Funds must be used within **90 days** of the award date.

- **Additional fees associated with field courses:** A student may choose to take a field course that counts toward degree attainment or they may need to take a field course to learn a necessary skill or augment their research. Field courses often include additional fees beyond normal student tuition and fees, and this can preclude participation in the course or cause extreme financial hardship. For example, [courses at Friday Harbor Laboratories \(FHL\)](#) charge standard University of Washington tuition, registration and course fees, and there is an **additional fee** for housing and dining at FHL. Similarly, the [CSU Marine Biology Semester at Catalina](#) charges board, lodging and facility fees **in addition to** the basic CSU tuition for 15 semester units. Applicants may request funds to cover **the additional fees** associated with field courses but not for the base tuition costs.

Funds must be used within **180 days** of the award date. Given the award limits of this program, the amount provided may not cover all of the additional expenses of a field course, but it is intended to help defray those costs significantly.

Courses must be taken at accredited colleges and universities.

COAST reserves the right to exercise discretion when making awards. COAST reserves the right to limit the number of awards made during any time period, for any single event, course or purpose, or in association with an individual faculty member. Funds will be distributed to the awardee within 30 days of award notification.

6) Application Materials and Instructions

Applications will be accepted on a continuous basis until 5:00 pm PDT, May 31, 2024. All application materials should be sent to fieldexperiencescoast@share.calstate.edu.

There are two parts to the application process:

1. **The required application form**, which is available [here](#).
 - The application form must be completed and emailed as an attachment to COAST at fieldexperiencescoast@share.calstate.edu.
 - 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. **Email from your CSU instructor or research project leader endorsing for your request for funding:** this is necessary if you are applying for funding to support engagement in a field experience through an official CSU class (A in the table below and on the application form) or a research project led by a CSU faculty member (B in the table below and on the application form). *This is not required if you are applying for funding to support your participation in a field course (C in the table below and on the application form).* See Table 1. Details on how this support is to be provided are on page 7.

Table 1. Required application elements based on type of participation.

Type of participation	Application form	Support for your request from instructor/PI (required at time of application)	Proof of enrollment (only required if an award is made)
A. Official CSU class	X	X	X
B. Research project led by a CSU faculty member	X	X	
C. Field course offered by an accredited institution	X		X

1. Complete the **Application Form** and save as a Word document named as *LastName_FirstName_FieldExperienceApp.docx*. Do not attempt to reformat the form or submit it as a different file type.

- **Section 1: Applicant information and nature and amount of funding requested**
 - Enter the requested information in the Applicant Information section. If you are an undergraduate student, list your declared major(s). If you are a graduate student, list the degree program you are enrolled in.
 - Indicate how the funds will be used (purchase personal gear, travel expenses, fees for field course). You may check more than one box if appropriate.
 - Proof of enrollment prior to distribution of funds will be required for participation through an official CSU class or a field course.
 - Indicate if you need the funds to facilitate your participation in a field experience that is part of a(n) A. official CSU class, B. CSU-based research project, OR C. field course at an accredited institution.
 - It is expected that most applicants will seek support to engage in ONE of these activities. However, you may request support to engage in more than one type of field experience, and you will describe these activities in section 3.

- Selecting more than one activity will not increase the chances of receiving an award.
 - Indicate the total amount of funding you are requesting, which should match the budget you include in your application (see section 3 for more details).
- **Section 2: History of field experience**
 - **Because priority will be given to students who have little or no field experience, this is a very important part of your application.**
 - Describe any experience you have in academic field work. This may have been part of a class or assisting another student with their research for example.
 - It is perfectly fine if you do not have any field experience, and you can state that plainly. For example, you can write “I do not have any field experience.” Also, if you have not spent much time in natural outdoor settings (camping, hiking, etc.), please feel free to note that.
- **Section 3: Budget and justification**
 - To use the Example Budget template provided, please delete the example content and enter your own specific information.
 - List items you need to purchase with amounts. Include sales tax estimates and any shipping costs. If there is a link to the item you wish to buy, include it.
 - The total amount of your budgeted items needs to match the total amount you are requesting on page 1 of your application.
 - For travel expenses, budget 65.5 cents per mile for use of your own personal vehicle. You may also request funds for other types of transportation (airfare, train, ferry, etc.), lodging, and meals. You may request funds for parking charges if you have to leave your car at an airport, train station, etc., or you may request funds for transportation (taxi, rideshare) to an airport, train station, etc.
 - For additional fees associated with field courses, list the fees and provide a link to the course.
 - If you want to request funds for a different purpose not listed here, please contact Kimberly Jassowski (kjassowski@csumb.edu), COAST Program Analyst.
 - **For the Justification portion, explain how funds will be used to allow you to do something you wouldn't be able to do otherwise or wouldn't be able to do without creating significant financial hardship.**
 - **This is a very important part of your application. Please be very specific and use as much space as necessary.**
- **Section 4: Nature of your participation**
 - Complete section A, B OR C depending on the nature of your participation in a field experience. You are only expected to complete ONE of these sections though you may complete more than one if appropriate.
 - Selecting more than one activity will not increase the chances of receiving an award.

- **Describe the field work you will participate in.**
 - **This is a very important part of your application. Please be very specific and use as much space as necessary.**
- For sections A and B, you may apply for funding either before participating in a field experience as part of a class or research project or while you are already enrolled in a class or participating in a research project. For section C, you **MUST** apply for funding **BEFORE** the course begins.
- Proof of enrollment will be required before the distribution of funds to support participation in a field experience as either part of an official CSU class or a field course at an accredited institution.

2. Email from your CSU instructor or research project leader endorsing for your request for funding

If you are applying for funds to support or enhance your participation in a field experience as part of an official CSU class or faculty-led research project, the instructor or research project leader must endorse your request.

- To do this, they must send an email to fieldexperiencescoast@share.calstate.edu stating that they support your application for funding through the COAST Field Experience Support Program.
- **NOTE:** We do NOT require a full letter of recommendation. A simple email addressing the points below is sufficient.
 1. Your CSU instructor or research project leader should be familiar enough with your request to know what you are asking for support for. For example, they should know if you are asking for support for camping gear, SCUBA gear, waders, or a backpack, etc. They do not need to list individual items you intend to purchase. In the case of a request for travel support, they should know where you are going, how often and why.
 2. If your participation will be through a class, they should list the name and course number of the class and briefly describe the field work you will be involved in.
 3. If your participation will be through a research project led by a CSU faculty member, they should briefly describe the project, your role in it, and the field work you will be involved in.
- **Example emails are provided at the end of this announcement.** If your instructor or research project leader has questions about how to construct the email, please have them contact Kimberly Jassowski (kjassowski@csumb.edu), COAST Program Analyst.
- Your application will not be considered complete until this email is received.

8) Award Payment and Reporting Requirements

When an award is made, funds will be distributed to the awardee within 30 days of award notification. Awards for personal gear or travel must be used within 90 days from the date the funds are distributed to the awardee. Awards for field course fees must be used within 180 days from the date the funds are distributed to the awardee. Proof of enrollment in the CSU may be required before awards are disbursed.

Awards will be paid through the student's home campus financial aid office. Please review item 10 (**Important Financial Aid and Tax Liability Information**) below for more information about receiving an award through Financial Aid.

Awardees will be required to submit a report to COAST in which they will document how the funding was spent and describe the impact of the award on their educational experience within the CSU and their professional development, particularly their career goals. An Award Reporting Form will be provided to each awardee when an award is made.

9) Acknowledgement of Support

If any portion of this award supports activities that result in publications (including web pages) or presentations, COAST must be acknowledged in the following terms: **CSU Council on Ocean Affairs, Science & Technology (COAST)**. Kindly ensure that this requirement is communicated to any faculty members with whom you are working.

10) Important Financial Aid and Tax Liability Information

Applicants are strongly encouraged to consult with their home campus FAO prior to applying to COAST to determine the potential impact of this award on any financial aid they receive. Please be advised that receiving a COAST award could lead to a decrease in other forms of financial assistance. Award recipients should contact their home campus FAO to determine how the award may affect their total financial aid package.

Award recipients should consult with a tax professional regarding tax liability resulting from any award.

11) Examples of email indicating support for your application from your instructor or research project leader

Dear CSU COAST,

I am writing to support Jessica Ramirez's application to the COAST Field Experiences Support Program. Jessica is in my Marine Botany of California class (BIO 352) and needs a wetsuit and snorkel gear to collect algae for our class herbarium project. This involves multiple snorkeling trips along the coast during the semester.

Thank you,

Dr. Algae

Dear CSU COAST,

I am writing to support Dave Johnson's application to the COAST Field Experiences Support Program. Dave is an undergraduate student in my lab and is assisting me with field work in Upper Newport Bay. We are surveying coastal wetland plant diversity and sediment characteristics and Dave needs waders and a hat for sun protection. Dave also has to drive his own car to the field site and needs support for this travel expense.

Thank you,

Dr. Mudflat