Pre-Workshop
Tips on how to prepare for the matching workshop

Post-Workshop
You’ve met all the host agencies. Now what?

No Workshop
How do you make a decision when you did not attend the workshop?

Stipend
What you need to know about your funds

Insurance
Get covered. The fellowship provides reimbursement

Tax
You can be taxed on your fellowship income. Here’s where you can go for help.

CA SEA GRANT
California’s spectacular and diverse coastal resources provide recreation and livelihoods for thousands of people each year.

NOAA’s California Sea Grant College Program funds research, education and outreach throughout California. Our headquarters is at Scripps Institution of Oceanography, University of California, San Diego; we are one of 33 Sea Grant programs in the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce.

California Sea Grant
http://caseagrant.ucsd.edu
@CASeaGrant

Updated August 2015

Cover image courtesy of NOAA National Marine Sanctuaries, Channel Islands
EAST BAY (left)
Many fellows working in Oakland and SF choose to live on the eastern side of San Francisco Bay.

SACRAMENTO (right)
The majority of CASG State Fellowships are located in the state's capital city.

SAN DIEGO (above)
Catch some sun in our Southern most location.

SANTA BARBARA (right)
North of Los Angeles, fellows work at NOAA Channel Islands National Marine Sanctuary.

SAN FRANCISCO (left)
This big city usually has the second largest number of host agencies.

TRAVEL
Logistical details to know when traveling for your fellowship

INTERNATIONAL
What should you consider if you are not a U.S. citizen?
The California Sea Grant State Fellows Program provides a unique educational opportunity for graduate students who are interested in marine resources and the policy decisions affecting those resources in California.

Modeled after the highly successful Knauss Marine Policy Fellowship Program, the State Fellows Program provides an opportunity to acquire “on the job” experience in the planning and implementation of marine and coastal resource policies and programs in the state of California. The program matches highly motivated and qualified graduate students and recent graduates with “hosts” in state or federal agencies in California for a 12-month paid fellowship.

Eligibility
Graduate students close to completing their degree (or recently completed with graduation date after May 2014) in a marine or coastal-related field at a California university at the time of application may apply. Applicants should address their degree of interest and experience in either marine/coastal science and/or public policy.

Length of Assignment
The length of assignment is twelve months (nonrenewable). The fellowship, for this competition, will begin in early winter between January to March, but other schedules may be arranged.
Timetable

September: Applications due at the California Sea Grant Office

September/October (approximate): Interviews for selection of Finalists by California Sea Grant

October: Finalists’ applications distributed to participating hosts

November: Matching workshop with hosts and fellowship Finalists

January-March: Fellowship begins

Contact

For additional information about the State Fellows program, contact:

Miho Umezawa, Research & Fellowship Coordinator
(858) 534-1160
sgfellow@ucsd.edu
Fellowship assignments for each class of State Fellows will be based on interviews and ranking of preferences by both the Finalists and participating Hosts (a.k.a. state and federal agencies) at a mandatory matching workshop in Sacramento sometime in November. The matching workshop is designed to be an educational experience for the Finalists but ultimately, it facilitates Fellow-Host placement outcomes by providing opportunities for:

- Finalists and Hosts to meet in-person and discuss and explore mutual interests and compatibility
- Hosts to provide better idea on specific fellowship activities and responsibilities and expectations from Fellows
- Finalists to share their background, strengths, fellowship interests and expectations

**THE WORKSHOP**

During a specified two-days in November, Finalists are required to travel to Sacramento for interviews with Hosts at the matching workshop. Costs associated with travel to this workshop will be covered by California Sea Grant. Make sure to save your receipts (hotel, airfare, shuttle/taxi, and food) and keep track of mileage if driving your own car.

California Sea Grant will reserve a block of rooms at a hotel, close to the selected site of the workshop (typically at the Natural Resources Agency Building). Finalists are encouraged to stay at the hotel for ease of traveling to and from workshop location and for the hosted dinner but some may prefer to stay with nearby family or friends.

Hosts will have had access to your application package at least two weeks prior to the matching workshop. There is no need to bring any part of your application package to the matching workshop. It is the Hosts’ responsibility to have your application package on hand as a resource for your interview.

**Workshop Day 1:**

Each Host will be asked to provide a brief 3-5 minute presentation that outlines their organization, the position description and fellowship expectations. Hosts will be requested to prepare slides or materials for Finalists’ review prior to the workshop.

Each of the Finalists will also be making 5 min presentation, highlighting their application and fellowship interests and expectations.

After the catered lunch, Finalists will begin interviews with every Host. Each Host has been assigned a room for one-on-one interviews with each Finalist. Each interview time slot will be set for 30 minutes but this needs to accommodate travel time to the subsequent interviews and water fountain/restroom runs so each interview should wrap up in 20 minutes.

**Workshop Day 2:**

The second day will continue with interviews so that Finalists will have interviewed with every Host. At the end of the second day, Hosts and Finalists will reconvene for instructions on next steps by California Sea Grant.

Please refer to sample itinerary for specifics.
SELECTION

After participating at the matching workshop, both Finalists and Hosts will have a week to follow up with each other by e-mail or phone call. At the end of the week (typically the following Friday after the Matching Workshop), Finalists/Hosts are required to submit a preference list for match outcomes abiding by the following rules:

- Finalists/Hosts are encouraged to include as many Hosts/Finalists if not all, on their list
- Option to leave out the names of Finalist(s) or Host(s)
- Names of Hosts/Finalists should be in order of preference (rank order, no ties)
- More weight will be given to Finalists’ preference
- Preference lists due no later than specified date at the end of the follow-up week
- During your follow-up week, please do not pressure the other party regarding their intentions on rank
- Match outcomes will not be shared publicly (only for Sea Grant)

Once all preference lists are received, Sea Grant will “match” the lists, starting with the Finalists’ list. Sea Grant will identify all highest level (“perfect”) matches, when the Finalists’ first choice is also reflected by the Host’s first choice in Fellow. A more comprehensive overview of the matching process will be provided at the end of the matching workshop.

The matched pairs (Finalist/Host) will be notified of the match outcome. Once all the matches are confirmed, Sea Grant will announce the match to the entire class of Fellows and Hosts.

Finalists become Fellows only once they are matched with Hosts. **Sea Grant will invite two or three additional Finalists than the number of fellowships available.** However, your odds of being placed with a host are therefore very high, but still less than 100%, and it is possible you may emerge from this workshop in an “alternate”. We have had to turn to our alternates in past years (see section on “Matching Outside the Workshop”).

WORKSHOP TIPS

- Come to the Matching Workshop with an open mind; don't predetermine where you want to be placed.
- Be willing to learn, flexible and expect to be matched.
- Come with questions about the Host agency, project assignments, work environment/culture, team members, and mentoring and professional development opportunities.
- Remember that the Matching Workshop, as well as the Fellowship itself, is an educational opportunity.
- Remember that the Hosts want you as much, if not more than, you may want to work for them; you are there to interview them not just the other way around.
- Stay relaxed and enjoy the experience!
**SAMPLE MATCHING WORKSHOP ITINERARY**

CALIFORNIA SEA GRANT STATE FELLOWS PROGRAM
MATCHING WORKSHOP
Natural Resources Agency Building
Sacramento, CA

**SAMPLE ITINERARY**

**Thursday**

1:00 pm  Welcome remarks, overview of agenda and next steps
          CA Sea Grant

1:20 pm  Finalist Presentations (5 min/Finalist)

3:10 pm  Break (refreshments)

3:30 pm  Host Presentations (5 min/Host)
          SWRCB; CINMS; OPC; OST; SLC; CNRA; BCDC; Coastal Commission; Coastal Conservancy-
          SC; Coastal Conservancy- CC; Delta Science- ISB; Delta Science; Parks

4:30 pm  Day 1 of workshop ends

**Friday**

8:00 am  Interviews 1-5

10:05 am  Break

10:25 am  Interviews 6-9

12:05 pm  Lunch

1:00 pm  Interviews 10-14

3:05 pm  Break

3:25 pm  Interviews 15-16

4:10 pm  Workshop ends
The matching workshop is a daunting whirlwind of interviews that take time to prepare for. This intense two-day workshop involves getting to know the agency representative that could potentially be your supervisors and at the same time, the supervisors getting to know you.

Do Your Homework
After you have reviewed all host agency descriptions on the website, it is best to pick out the ones that most interest you, around 5-10. For these 5-10, it would be advantageous to read them in-depth and understand the background of the agencies. Keep in mind, you should know something about every host agency in order to successfully get through the second day of the workshop.

Besides reading and understanding the host agency descriptions, there are a few other tasks that can help you prepare for the matching workshop.

• First, all agencies will have websites and social media outlets. Take time to familiarize yourself with this information.

• Secondly, you should be sure to think about what kinds of questions you will be asked during the interviews, and brainstorm answers to those questions. For this purpose, it is helpful to have a friend or relative practice interviewing you.

In addition to thinking about questions that you may be asked, it is also beneficial to think of at least one or two questions to ask the interviewers. Asking questions after the interview shows that you have done your homework and that you are interested in the position. If you take the time to prepare for the matching workshop, you’ll do great. Good luck!

Contributor: Jennifer Bigman ’14

RECOMMENDED ATTIRE

Be prepared to look professional. Business casual or professional attire is recommended. Past finalists have made favorable impressions wearing conservative suits and heels/dress shoes to sweater twinsets with twill pants or skirts and for men, polo shirts and pressed khaki pants with comfortable leather shoes.

Women:
• A suit is not necessary but your preference
• Dress pants, twill or cotton pants
• Sweaters, cardigans, dress shirt
• Dresses
• Moderate shoes (there will be quite a bit of walking around so make sure you are in comfortable footwear)

Men:
• A suit is not necessary but your preference
• Dress jacket/blazer/sweater
• Button-down long-sleeved shirt
• Dress pants or pressed khakis
• Tie (optional)
• Leather shoes

Class of 2014 State Fellows know that the key to success is preparation.
The week following the workshop can be a relatively stressful time for both fellows and hosts. The matching workshop is a quick-paced experience and sometimes it can be difficult to assess each host's needs and interests in such a short time.

Use the time after the workshop to ask follow-up questions about the fellowship and further gauge each host's opportunities for fellows.

It is important to remember a few important rules when contacting hosts:

- First, you cannot ask hosts where you fall in their ranking and they cannot ask you where they fall in yours. If at anytime you feel pressured to disclose that information, it is important to let the fellowship director know.

- Second, don't wait until the last minute to contact hosts. The last few days before the lists are due can be hectic for both fellows and hosts as people rush to make final decisions. You want to make sure you have all your questions answered prior to making this important decision.

- Be sure to contact all hosts you are going to list during the week to ensure you can properly rank fellowship opportunities. This will also show hosts that you are interested and can align your skills to their agency goals. Making a good impression in the week following the matching workshop only serves to create the best fit for the following year.

Maximize your week following the matching workshop:

1) Email and thank all the hosts for the interview opportunity and set up a time to discuss the fellowship in-depth, if desired.

2) Have questions written down before the phone conversation and take notes on host's responses.

3) Invite hosts to ask more questions if they have any regarding your background and interests.

4) Reinforce how you could see yourself performing the duties outlined in the fellowship description. (But remember that the Hosts want you; you don't have to sell yourself like you do in a job interview.)

5) Send follow-up “thank you” email to hosts that continue to offer time to speak to you.

6) List out pros and cons of each fellowship position in order to help decide the ranking order.

7) A week goes by extremely quickly and you want to avoid the last minute panic. Use the whole week to make sure you feel confident with your rankings.

Contributors: Rosa Schneider ’14, Ryan Freedman ’14
Tips from former Fellows:

- Trust your instincts with respect to interpersonal interactions with potential hosts.
- Talk to current fellows about the culture of their host agencies.
- Call (rather than email) to follow up; this would better allow you to express interest, connect with hosts, and get a better read on them.
- Ask questions in your follow up interactions to get a better sense of how you will be spending your time and how much flexibility there will be in choosing projects.
- Stay relaxed, be flexible, and stay open-minded.
- Don't pre-determine where you want to be placed.
- Remember the Fellowship is an educational opportunity.

Special considerations:

Sometimes, priorities or special events in your personal life make it so you can only realistically accept a handful of positions. Relationships, family obligations, travel plans, and school may play a role in your decision. Think carefully about where you are willing to move.
Each year there are few applicants that get matched with a host outside/after the matching workshop. This happens because one or more hosts were not matched with a fellow during that process. If a host agency does not end up with a fellow after the workshop, the host will then look through the applicants to select possible fellows to interview. This generally happens mid- to early December.

Congrats if you have been selected as an interviewee and are reading this to find out about this process! Interviews can last anywhere to 30 minutes to more than 1 hour, which provides you a more in-depth conversation than conversations at the matching workshop.

There are two types of interviews:

1. **Phone**: If you are located far from the host location or have a scheduling conflict, a phone interview may be the best way to get an idea of whether the fellow/host matching would be a good fit for both parties.
   
a. If you have done a phone interview and have been selected, you have the option to use part of your travel funds to visit your host office. **TIP**: Use this time to meet other nearby fellows and to scope out potential neighborhoods.

2. **In person**: If you are located nearby or are able to visit the host in person, this is highly recommended. By visiting in person, you get a better idea of the host/person you will be working with and location you will spend time at over the next year (including work environment and city).

**Making Your Decision**

Due to the time between the matching workshop and this external workshop matching process, your situation (work, school, personal) may have changed. It can be surprising, exciting and sometimes a bit stressful having to make a decision about an opportunity that seemingly comes out of the blue and move/start within a short period of time. Just know this is a normal part of the process and that you've done a great job to get to this point!

Special considerations: If you are still finishing your degree (writing thesis, preparing to defend, etc.) let both your potential host and the CASG Associate Director know. This fellowship is not meant to delay the degree finishing process, so make sure your host understands that you need enough time and work flexibility to finish because it is a priority. (For example, you may request occasional days to travel or work on thesis-related tasks.)

**Tips:**

1. Ask for contact information for incoming and outgoing fellows in the area (if applicable). You can contact them to learn more about their fellowship experience.

2. Since you will likely be starting later than many of the other fellows in your cohort, make sure to work out a start date that works best for you to do enough housing research and get moved without stressing too much.

Contributors: Nicole Bobco ’14, Meghan Powers ’14
There are several factors to weigh when choosing where to live in a new city. Past Sea Grant fellows have found that the following are the most important considerations:

- **Safety** – some neighborhoods are safer than others
- **Commute** – length of your commute may be an important factor, depending on your personal preferences, many commute options exist, including BART, bus, MUNI, and casual carpools
- **Culture** – oftentimes, cities contain many different neighborhoods, each with a surprisingly distinctive culture. Your hobbies may influence which neighborhood you select

Consider finding temporary housing (such as a sublet or Airbnb) to give yourself time in the city to explore neighborhoods, meet people, and decide where you want to live. This method may be especially appealing if you hope to stay in your new home for longer than one year.
The East Bay is generally guaranteed to run 10°F warmer than San Francisco and give you a lot more sun and less fog! Oakland is the third largest city in the San Francisco Bay Area, with a population of about 400,000, and Berkeley is a city of about 100,000 just north of Oakland.

Housing 101

Craigslist is a quick start at finding housing. UC Berkeley students might account for some housing turnover in January, so check into student resources on housing, too. Don’t forget to use your network of acquaintances, friends, and family to get advice and find potential places to live. Advice from a local will give you the most current scoop. See below for some of the neighborhoods to live in or visit.
Berkeley Neighborhoods

• Downtown – Downtown has a variety of stores and restaurants, and is a regional transportation hub served by subway/BART, AC Transit, and the UC Berkeley's Bear Transit shuttle system. Downtown draws a wide variety of Berkeley students and regular residents, as well as business folks and visitors. Several new multi-story buildings have opened over the past few years, but the neighborhood does have some issues with homeless people and panhandlers.

• North Berkeley/Gourmet Ghetto – Just above Shattuck Ave, you can find a place with sweeping views of San Francisco, the San Francisco Bay, and the Golden Gate Bridge and still be able to walk to shops, restaurants, schools, and bus stops. It will cost you more to live here than in most Berkeley neighborhoods, but group houses can offer affordable rents. North Berkeley attracts graduate students, university faculty, and regular Berkeley residents. Panhandling is not too common here, and the neighborhood is generally considered safe.

• West Berkeley – This newly popular Berkeley neighborhood is home to the city's only industrial area, the trendy Fourth Street business district, and the Berkeley Marina. The neighborhood is close to the Amtrak station, I-80, and San Pablo Avenue, so it’s easy to travel in and out of Berkeley. West Berkeley and adjacent South Berkeley are more affordable Berkeley neighborhoods. College students do not dominate the area because a wider range of residents are attracted to the diverse offerings of homes and apartments. However, crime has been a persistent issue in parts of West (and South) Berkeley, especially in Southwest Berkeley.

• South Berkeley/Elmwood – The neighborhood of Elmwood consists of beautiful old homes near shops and restaurants along College Avenue and the giant white Claremont Resort. Elmwood borders the Oakland neighborhood of Rockridge, with Berkeley's businesses clustered around Ashby Avenue and Oakland’s around the Rockridge BART station. Elmwood attracts a mix of undergraduate and graduate students and regular Berkeley residents.

• Telegraph Avenue – Inexpensive foods, unique stores, and multitudes of undergraduates characterize much of Telegraph Ave. This neighborhood is defined by the university and its student housing buildings, and it is a central gathering spot for panhandlers, their dogs, and street vendors. There are real and perceived issues with crime in the area, especially in and around People's Park.

Oakland Neighborhoods (biased selection based on the knowledge of a long-time Berkeley resident!)

• Downtown – In downtown Oakland, you can find hotels from the 1870s converted into offices and shops, the remains of an elegant 1930s Art Deco shopping district, and a myriad of ethnic shops and restaurants. Recently a number of newer bars and restaurants have begun to attract crowds from outside of the neighborhood and it is the new hip weekend spot. With two BART stops, this spot is convenient for people commuting into the city as well.

• Rockridge – One of the trendiest neighborhoods in Oakland. The commute from the Rockridge BART is convenient and many homes on the leafy residential streets have been charmingly restored.

• Grand Lake – The Grand Lake/Lake Merritt neighborhood is a popular place to eat, shop, visit the farmers market, and watch films in the historic Grand Lake Theater. The 3 mile path around Lake Merritt is a popular running route.

Transportation

Berkeley and the Oakland neighborhoods referenced here are highly walkable places, overall, with proximity to many AC Transit bus and BART stops. Many residents have cars, but it's not a must. Depending on the neighborhood, parking can be difficult (the closer you are to UC Berkeley’s campus and downtown, the worse parking is). Biking is a popular commuting option and there are secure bike lockers at many subway/BART stations. Safety is a consideration in parts of Oakland and Berkeley. For most of Oakland, some people choose not to walk alone at night.

Suggested Activities:

• Tour the Farmer's Markets; visit Berkeley’s Aquatic Park or a dog park; hike the Fire Trail to Strawberry Canyon; bike through Old Tunnel and Tilden Park

Contributors: Carey Batha ’13, Mary Matella ’14
Sacramento is a medium-sized city in California, conveniently located 1-2 hours from many of the state’s top natural and cultural attractions.*

But don’t let that mislead you - there is a lot more to Sacramento than its admittedly awesome location between the mountains and the ocean. You’ll be near Lake Tahoe (1.5 hr), Napa (1.5 hr), San Francisco (2 hr), and Santa Cruz (2.5 hrs), which is great - but there’s a lot going on in Sacramento too.

Sacramento has a population of 475,516 (as of 2012) and is 100 mi². Most of the Sea Grant host offices are located in downtown, the area of Sacramento near the Capitol. Surrounding Sacramento are the American and Sacramento Rivers, which meet just north of midtown and have great bike paths and parks. From spring to fall, there are daily farmer’s markets located throughout the city, and there are many beer, wine, and music festivals throughout the year.

*taken directly from a job advertisement
Weather:

You may have heard that Sacramento gets HOT. You have heard correctly - in June and July, the temperature can get over 100°F. This is great if you are a desert reptile, or have air conditioning at home and in your office. People also manage with fans - the temperature usually drops at night, so you can cool off once the sun goes down. Otherwise, the rivers (or going to any of the fun places near Sacramento) provide great places to hang out on weekends.

In the winter, weather is mild. It never snows, but you can see the snow-capped Sierra Nevadas. Expect weather generally in the 50-60°F range with some fluctuations during the day, and in the 40s at night. Given the drought and climate change impacts, it’s hard to estimate the amount of rain - but generally, the storms that make awesome powder in Tahoe will hit Sacramento first.

Neighborhoods:

Sacramento has a lot of small neighborhoods that might strike your fancy. SG Fellows have lived in all the places listed here, but remember that there are many more options if these don’t suit.

• Midtown/Downtown – Downtown roughly encompasses 2-15th Streets, and Midtown 16-30th Street, by A-X Streets, creating an easily navigable grid. And it’s flat! Most of the SG host offices are located within this grid, and it has a lot of popular bars, restaurants, and gyms. Many fellows enjoying living here because it’s easy to get to work and hang out after.

• Curtis Park – It’s a nice neighborhood and there are more families and houses compared to Midtown. It’s got a nice park with a track and basketball courts. There are probably rooms available within houses too. It’s about a 25 minute bike ride to downtown. There aren’t very many bars or restaurants and is overall pretty quiet. Local bars include Pangea, Track 7, and Hideway. There’s a really good ice cream shop called Gunthers too!

• Land Park – Immediately south of downtown, separated by an elevated section of the Capital City Fwy, the old City Cemetery, and Broadway, Land Park is another older, well-kept neighborhood with a forest of mature tree-lined streets (as in most of central Sacramento). Similar in flavor and price to Curtis Park and East Sacramento, yet closer to downtown, there are a number of apartment complexes, detached garage apartments, and rental houses to choose from.

• Pocket, Little Pocket, & South Land Park – More suburban, but with plenty of apartments along Del Rio Rd and Riverside Blvd, South Land Park starts at Sutterville Rd (moving south) and extends roughly to Seamas Rd (an exit of northbound I-5). Little Pocket and the Pocket are a mix of suburban tracts and apartments. Definitely not the same vibe as closer to town, but the commute has many options (fwy, buses, surface streets, biking, etc). Land Park is one of the few hilly places in town if you’re biking.

• West Sacramento – Across the Sacramento River (and into Yolo County) lies the very diverse, on-the-rise community of West Sac. Some newer apartments mixed with shopping complexes close to this, and suburban options to the south from town (Southport). Avoid west side’s sketchy motel strip, and the northside neighborhoods of Broderick & Bryte.

• Campus Commons/East Sacramento/Arden Arcade – The State Lands Commission is the only Sea Grant host agency that is located in East Sacramento. Conveniently, East Sacramento is also a great place to live for those who will not miss city-living. It’s quieter, full of tons of trees, not as crowded, and feels somewhere between midtown and suburban but has all the amenities you could need. Most of the areas within East Sacramento are probably safer than the city proper. Prices get cheaper the further north you go into Arden Arcade, but the tradeoff is quality and safety.

• South Natomas – This area is more suburban than midtown, but there are still plenty of restaurants and shopping centers. The American River is only a short walk or bike ride away, which is considered to be one of the most beautiful and “intact” tributaries to the Sacramento River, within the area. The commute to downtown takes roughly 10-15 minutes by either bus or car. Several bus lines run through south Natomas and into downtown. Apartment complexes more east of highway 99 are generally a bit sketchier.

• North Natomas – This is a fairly new residential area. There are lots of “green belt” paved trails in this region for walking, running, and casual biking. This residential area is comprised primarily of fam-

continued on next page
San Diego:
America’s Finest City

San Diego lives up to its reputation for constant sunshine, palm tree-lined beaches, and a bustle of outdoor activities, with plenty more across the US-Mexico border in Tijuana and Ensenada.

Housing 101

Even though your fellowship may start in an “off” period, people in the Scripps community seem to rent or sublet housing year-round. One way to find housing through Scripps people is by joining the SIO-Housing@sio.ucsd.edu email list, and advertise that you are looking to rent. Craigslist and PadMapper are other options.

MORE Sacramento:

ily homes, but there are some apartment complexes.

- Rancho Cordova – This is not a recommended location - too far from work and activities. Rancho Cordova is a suburb located ~10 miles east of Midtown. The Gold Line serves many stops in Rancho Cordova and it takes ~35-45 minutes to get to exits in this area via public transportation from midtown, ~25 minutes driving during rush hour. There is no central social life area.

Transportation:

Sacramento is flat, has a functional public transportation system, and you can generally find public parking.

Biking: Highly recommended. There are many good bike shops around downtown and the suburbs, and the terrain is fairly flat. Buy a powerful bike light - the streets are often poorly lit, so you'll want at least 200 lumens to fully illuminate the road at night.

Public transportation: Functional and far-reaching. The light rail system goes into suburbs north, east, and south of midtown, as well as toward the Amtrak Station. Buses are also timely and convenient - SG fellows have used them when it is raining or they don't feel like biking or walking.

Driving: Parking in downtown can be difficult to find and quite expensive. The K-street mall has the cheapest all-day parking, early-bird special, if you are in by 10 am and out after 4:30 pm. Most host offices are about 4-9 blocks away from the mall...

Contributors: Liz Parisenti ’14, Karen Kayfetz ’14, Nicole Bobco ’14, Meiling Roddam ’14, Miho Umezawa ’12, Randy Lovell
Neighborhoods

- La Jolla – La Jolla is the closest area to Scripps, but you won't find your own two-bedroom apartment for an affordable price. This is a wealthier, older area of San Diego, without much nightlife. People are always subletting rooms, though, and you can bike or bus to work. Cute coffee shops, restaurants and high-end workout studios, but not many grocery stores or malls.

- University City (UTC) – A popular living spot for UCSD grads/recent graduates. A mix of high-rise apartments and townhome communities. You can find reasonably-priced shared apartments or sublets, and there is high renting/subletting turnover. You'll have to drive, bike or bus to Scripps, but UTC has shopping malls, grocery stores, and yoga studios.

- Pacific Beach (PB) – another popular spot for recent college grads who want to live by the beach and have a good time! Young and lively, with plenty of bars, night-life, surfing and sand. A good option if you like to go out on weekends. A 30-35 min. bike ride/15-20 min. drive to Scripps.

- Del Mar/Solana Beach/Encinitas – North from Scripps, you pass a string of beachfront communities, with lovely beaches and charming one-street storefronts. The commute to Scripps can vary from 15-25 minutes.

- Hillcrest and downtown San Diego – Hillcrest is a popular, hip, yoga-and-slow-food-movement neighborhood, but be prepared to drive 20+ minutes to work or the beach (UCSD offers a free shuttle between Hillcrest and main campus).

Transportation

San Diego has an extensive bus system, but don't expect it to get you where you need to go quickly. If you have a car, bring it. San Diego is spread out enough that you'll find yourself driving most places (that being said, our first San Diego fellow survived without a car!). The MTS 201/201 bus lines go between the main UCSD campus and the UTC Westfield shopping mall and grocery stores. The 30 bus line goes from UCSD through La Jolla and PB. Biking is also a popular commuting option. San Diego isn't the most biker-friendly city, though, so if you aren't already used to biking, you might not want to take it up here.

Suggested Activities:

San Diego is a very outdoor-oriented place, and has a wealth of cultural attractions.

- Surf, swim and dive in La Jolla; explore the kelp forests and canyons; hike Mt. Woodson, with the famous ‘Potato Chip Rock’ and Cowles Mountain (great for moonlit hikes); join the San Diego Bike Club (SDBC) which has all levels of bike rides every weekend; UCSD recreation classes and trips; check out the microbreweries – San Diego is becoming famous for its brews

- “Must-see” – Balboa Park museums/San Diego Zoo; San Diego Wild Animal Park; San Diego Harbor and Coronado Island; Tijuana; Old Town San Diego (great Mexican food and neat shops!).

Contributor: Laura Lilly ’14
With its perpetually blue skies and taco stands, Santa Barbara remains a laid-back town where the star attraction is still the beach.

- The New York Times

Santa Barbara and nearby Goleta share a stretch of oceanfront property squeezed between the Pacific Ocean and Santa Ynez Mountains. The year-round warm and sunny weather adds to its allure, making it a highly sought-after place to live.
Housing 101
There’s no way around it- housing in Santa Barbara is expensive. On occasion couples or families rent extra rooms, but expect to pay more to rent a room in a house or apartment shared with other housemates. Studio and one bedroom apartments tend to be the most expensive options.

Neighborhoods
• Downtown Santa Barbara - this area is close to restaurants, bars, Santa Barbara City College, the beach, and bus stops. It certainly has the most going on, but these amenities are reflected by higher rent prices.

• The Mesa - this is a large, flat hill adjacent to downtown that is mostly residential. Several bus lines pass through and it is fairly easy to get to UCSB/Goleta and elsewhere in Santa Barbara. Highlights nearby include Leadbetter Beach, Hendry’s Beach, and Ellings Park.

• Goleta - Goleta is composed of mostly residential, quiet neighborhoods without as much excitement or character as downtown Santa Barbara, but this is where the best housing deals tend to be and you are still close to UCSB, downtown, and the beach.

• Ellwood - this neighborhood is on the outskirts of Goleta and about a 20-minute drive to downtown Santa Barbara. Only one bus serves this area every hour, so it can be difficult to get around town without your own vehicle. It is located next to Ellwood Mesa, a beautiful preserve next to the ocean that provides excellent dog-walking opportunities, biking, and scenic walks.

• Isla Vista - Isla Vista’s reputation as a crowded, somewhat rundown community full of hard-partying college students is very well deserved. If you want to live in a decent home with even a hint of peace and quiet, this is a neighborhood that would best be avoided.

Transportation
Santa Barbara’s bus system is fairly cheap and can get you nearly anywhere in in the SB/Goleta/UCSB area. Trips between downtown and UCSB are notably fast and convenient, but any other route tends to be fairly tedious and time-consuming. There is no public transportation past 10:30 pm, so be prepared to drive or take a taxi home after a late night. Santa Barbara is also a very bike friendly community and has many bike paths that make this a safe and efficient mode of transportation

Suggested Activities:
Santa Barbara is world famous as a picturesque city by the sea. It offers plenty of outdoor recreational opportunities, unique dining experiences, and interesting sights. A great website for people new to the area is [www.santabarbaraca.com](http://www.santabarbaraca.com).

• Surf, sail, kayak, fish and snorkel along the coastline of Santa Barbara County – the nearby Channel Islands are considered one of the top diving destinations in the world; hike Seven Falls and Rattlesnake Canyon; Los Padres National Forest offers endless backcountry hiking in the San Raphael Wilderness; take a recreational sailing or yoga class at UCSB or SBCC; visit State Street and explore Santa Barbara nightlife; head over the mountains and view Santa Barbara’s wine country

• “Must-see” – Santa Barbara Museum of Natural History, Santa Barbara Botanical Garden, Stearns Wharf, and camping at Refugio, El Capitan, and Gaviota beaches.

Contributor: Sean Herron ’14
San Francisco is a cultural hub integrating art, technology, food, and music from around the globe. It’s mild, Mediterranean weather provides a comfortable living environment suitable for being outdoors year-round, whether biking for a commute or camping around the Bay Area. It’s location between the ocean and the largest estuary in California provides a diverse community of ecosystems and services to the San Francisco community. The fantastic qualities of this foggy city have made it a popular home to many. Although deemed the most expensive city to rent in the U.S., there are a handful of tips to renting and living cheaply in San Francisco.

Housing 101
The cheapest and easiest way to find a place to live in San Francisco is to have roommates. Essentially the rule is: the more roommates, the cheaper. If you are moving here solo, not to worry, there are plenty of rooms for rent listed on Craigslist. If you go that route (joining an established apartment), start your search in neighborhoods that are sunny and safe with good transportation to downtown/Bart (where you will likely be placed as a fellow). Bernal Hill, the Mission, Noe Valley, the Castro, Hayes Valley, and Lower Haight are all great options. Though, these sunny neighborhoods are popular and thus have higher rental rates than other neighborhoods. For slightly cheaper rent, anywhere from Golden Gate Park to the beach (NOPA, Panhandle, the Richmond, the Sunset, etc...) is a safe bet. Typically, the closer you are to the ocean the cheaper the rent, however
that rule is slowly fading. You’re commute time will increase a bit in these foggy, coastal neighborhoods, but if you like to bike, the routes are pleasant and easy. If you wish to live alone in San Francisco, it will be expensive.

Neighborhoods

There are so many great neighborhoods in San Francisco, but here are highlights from a handful of them:

• Downtown- This is where you will most likely be working. It is always packed with tourists, but if you can brave the crowds there are several urban gardens for lunch breaks. There is a farmers market every Tuesday, Thursday and Saturday at the Ferry Building.

• Hayes Valley- This is a fancy and adorable part of town. The streets are lined with swanky clothing boutiques, a local butcher shop, the best German food and beer garden (biervogarten), coffee, and ice cream. Good for strolling on sunny days.

• Presidio- The Presidio provides beautiful biking and hiking trails and look-outs of the city. Biking through the Presidio and ending your journey at Crissy Field—a beautiful restored salt marsh habitat beside the Golden Gate Bridge—makes for a wonderful outing.

• The Richmond/Sunset- These neighborhoods encompass a huge part of the city and they have similar qualities. They both surround Golden Gate Park (Sunset on the south and Richmond on the north) and Ocean Beach. They also both contain the best Asian food in the city: An ideal day on Clement St (inner Richmond neighborhood) would entail grabbing Dim Sum at Wing Lee, Boba at Genki, and heading to Green Apple Books for perusing the used/new books, movies, and music.

• The Mission- This is a sunny, fun (and increasingly posh) area in the city. It is historically a Mexican neighborhood, and still is in parts, with great food and nightlife. Shopping and coffee is great on Valencia St, while authentic Mexican food (and a delicious Jewish deli!) is found on 24th St.

• Panhandle- Panhandle Park is the gateway to Golden Gate Park and although it lies between two major thoroughfares (Oak and Fell St), it’s great for a quick BBQ or rest in the grass.

Transportation

San Francisco has an efficient public transportation system and a supportive biking community. The buses, called MUNI, come frequently and can take you anywhere. The light-rail MUNI system is convenient for those living in the Sunset, Castro, Dog Patch, or Bay View neighborhoods. The underground subway system, called BART, is great for travel across the SF Bay Area. BART is not typically used to get around the city of San Francisco as it only goes between downtown-the Mission-Excelsior.

Biking is typically the fastest, easiest, cheapest, and healthiest way to get around San Francisco. The SF Bike Coalition has (and continues to) improve bike routes, lanes, and street surfaces for the SF bike community.

Suggested Activities:

Stop by the Academy of Sciences and the interactive Exploratorium; enjoy Golden Gate Park; stroll along Ocean Beach with your dog; take a dip at Baker Beach (watch for nudies!); camp in a redwood forest at Big Sur; backpack on a coastal peninsula at Point Reyes.

Contributor: Evayan Borgnis ‘14
Travel requests must be approved in advance by your host and California Sea Grant. Please send an email to your host supervisor requesting permission to travel and include an estimate of expenses. Once the host replies to you and approves your travel, please forward that email to Miho mumezawa@ucsd.edu, the fiscal team (sgfiscal@ucsd.edu) and Carol (cbsumer@ucsd.edu) on the email. Miho will then review the travel request for appropriate use of fellowship funds and approve it.

There is $2,000 available to cover expenses for the matching workshop and any remaining funds can be applied to other fellowship-related travel.

Domestic travel includes travel to all U.S. possessions or trusts, such as Puerto Rico, the Virgin Islands, the Trust Territories, Guam, and Samoa.

At the conclusion of your trip, fill out a Travel Reimbursement Form, which can be found at: https://caseagrant.ucsd.edu/fellowships/managing-your-fellowship-award/state-fellowship and submit it along with all expense receipts to:

ATTN: Travel
California Sea Grant
University of California San Diego
9500 Gilman Dr Dept 0232
La Jolla, CA 92093-0232
CLASS OF 2013 FELLOWS

Fellow Responsibilities

• Maintain contact with the Host Office and supervisor prior to arrival. Be sure to arrange your start date with your Host Office. This will give you an opportunity to ask about any necessary reading, opportunities to visit the office prior to the start, or possible early travel opportunities with your Host.

• At the start of the Fellowship, review office policies including work hours; time needed (if any) to work on school commitments or finish your thesis; vacation; sick leave; and attendance at Fellowship functions, conferences, hearings, and meetings.

• Arrange and coordinate activities listed above (conference attendance, Fellowship activities, vacation, etc) with the Host Office/supervisor in advance.

Early Withdrawal from the Program

Situations may arise over the course of the Fellowship year in which a Fellow decides to leave the program early. This may be due to personal reasons, conflicts with a Host, or to move on to an employment opportunity. Each situation will be handled on a case-by-case basis. There will be an open discussion between the Host, Fellow, and the California Sea Grant Fellowship Coordinator to determine the Fellow’s transition out of the program in a way that is acceptable to all parties. Fellows that do not complete the Fellowship will not be considered alumni.

Class of 2013 Fellows get together for social outings as well as professional meetings.
What are the allocation amounts for my fellowship?

The Sea Grant program administers the overall award of $47,700 (based on a 12-month period) per fellow selected. Of this amount, the Sea Grant program provides $43,200 ($3,600 per month) to each fellow for stipend and living expenses. Please note that California Sea Grant/UCSD does not provide health insurance. However, CA Sea Grant will reimburse costs for private insurance that you may already have or will
obtain up to a total of $2,500 over twelve months. There is also $2,000 available to cover expenses for the matching workshop and any remaining funds can be applied to other fellowship-related travel.

**When will I receive my first stipend check?**

Your stipend will be issued via UCSD Disbursements. Timely payment of your first stipend payment is dependent upon the timely receipt of your direct deposit form. You will be paid one month in arrears and since this is not through the payroll system there is not a specified date that you will receive your stipend. Please provide our office with your most current mailing address, phone number and email.

**Am I considered a UCSD employee?**

No. You are not considered a UCSD employee. You are paid via Payment Authorizations (non-payroll) through UCSD Disbursements.

**How do I apply for direct deposit?**

Access the California Sea Grant website for a direct deposit form. It may take 2-4 weeks for the direct deposit to take affect. The form may be downloaded from our website at: https://caseagrant.ucsd.edu/fellowships/managing-your-fellowship-award/state-fellowship

Send the completed form and a voided check or account deposit slip to the Sea Grant office.

Mailing Address:

California Sea Grant
University of California San Diego
9500 Gilman Drive, Dept. 0232
La Jolla, CA 92093-0232

Express Mailing Address:

California Sea Grant
University of California San Diego
8670 Kennel Way (Old Director’s House)
La Jolla, CA 92037-0232

*Updated 08/17/15*
Making Sure You Are Covered

This section covers basic questions and concerns regarding health insurance as a Fellow. The information may not apply equally to every Fellow's situation, so it is important to assess your individual situation. Once you secure a plan, learn about its benefits and limitations – do not rely on this guide for information about your plan. Contact Covered California or an insurance provider with questions about specific plans and special considerations.

Under the Affordable Care Act, everyone in California (with very limited exceptions) must carry health insurance that meets minimum standards or pay a penalty.

California Sea Grant reimburses up to $2,500 in health insurance expenses during the fellowship year. You will request reimbursement every month using proof of payment.

Searching for the Right Health Insurance Plan

You can compare and buy insurance plans on Covered California or through a private health insurance company. Assess your medical needs and financial resources to help yourself choose the most appropriate plan for your situation.

The Affordable Care Act subsidizes health insurance for certain groups of people. Visit Covered California to learn if you qualify.

Preliminary Considerations for Health Insurance in California

Preliminary considerations for health insurance that may be relevant for some Fellows:

- If you are under 26 and on your parent’s health insurance plan, you may choose to stay on your parent's plan until you are 26. However, Sea Grant will not reimburse you for health insurance. If you are turning 26 during your fellowship year, plan in advance to start a new insurance plan.

- If you are married and/or have children, you may be on your spouse’s insurance plan. You should discuss California Sea Grant's reimbursement policy in this situation with Shauna Oh.

What to Know About the Penalty for Not Carrying Health Insurance

You can choose to not carry health insurance, but you will be charged an annual penalty. (CoveredCA.com)

Experts recommend seeking professional advice before deciding to not carry health insurance because the penalty comes with many complexities, including tax consequences.

***California Sea Grant WILL NOT reimburse Fellows for penalties assessed against a fellow for not carrying health insurance!***
Sea Grant’s Reimbursement Process

Requesting Reimbursement

To request reimbursement for health insurance you must:

1) Pay the premium for the month for which you are seeking reimbursement
   · For health insurance coverage in March (for example), you will pay in February and be reimbursed in April.
   · Be sure to enroll for health insurance and make your first payment during the Open Enrollment Period.
     i. Note: You may be entitled to a Special Enrollment Period for a qualifying life event (including aging off your parent’s insurance).

2) Save proof of payment
   · This should at a minimum include your name, the health insurance provider, the amount paid, and the date of payment
   · Proof of payment may be in any reasonable form, such as an email receipt or screenshot of the confirmation page.

3) Send proof of payment to Carol Bailey-Sumber (cbsumber@ucsd.edu)

You should see the reimbursement appear with your next stipend disbursement.

Reimbursement Schedules

Sea Grant Fellows may choose between two schedules for reimbursement:

1) Front Load (default and recommended) – Receive reimbursement for the full cost of your health insurance premium each month until you reach $2,500.

2) Split Evenly – Split the $2,500 reimbursement into 12 even payments be disbursed each month.

Other Resources


Contributor: Lautren Bernadett ’14
Student Loan Deferment

The Sea Grant State Fellowship qualifies as an educational training opportunity called a “Graduate Fellowship,” as defined by the Department of Education. Because of this classification Federal student loans may be deferred for the duration of the fellowship period.

From the Department of Education:

“You may defer repayment of your loan(s) while you are in a full-time course of study in a Graduate Fellowship Program. To qualify, your graduate fellowship program must: (1) provide sufficient financial support to allow for full-time study for a period of at least 6 months; (2) require, before the awarding of financial support, a written statement from each applicant which explains the applicant’s objectives; (3) require a graduate fellow to submit periodic reports, projects, or other evidence of the graduate fellow’s progress; and (4) in the case of a course of study at a foreign university, accept the course of study for completion of the fellowship program. In addition, you must: (1) hold at least a Bachelor’s Degree conferred by an institution of program on a full-time basis.

Deferment applies to unconsolidated Federal student loans; it may or may not apply for private loans as well. If you have private student loans please contact the lender for information on loan deferment. Many but not all have provisions to defer loans for education or public service appointments, either of which may apply to the fellowship. Please note that unsubsidized Federal loans and many private loans will continue to accrue interest during the deferment period.

How to defer your Federal student loans

Fill out an “Educated Related Deferment Request” form with your contact information and check the box for “in a full-time course of study in a Graduate Fellowship program” box. Sign and send to Miho Umezawa at Sea Grant. She will fill out the section “Authorized Official’s Certification,” sign, and return to you to mail to your loan processor.

You will find this form on your loan processor’s website. If you have multiple loan processors, you will have to file forms with each processor separately.

Contributor: Karen Kayfetz ’14
The fellowship is available for international applicants. You are responsible for keeping your status in the USA up to date.

Hints from former international Fellows:

F-1 Student
If you were a recent graduate student on F-1 visa status, your University's international office will still serve as your primary resource. Contact them for any questions about your visa options or applications.

F-1 OPT
• You may apply for an Optional Practical Training (OPT) visa that lasts one year after graduation. This gives you the flexibility to find employment related to your area of study without first needing a job to apply, which works well for the Fellowship.
• Get your application submitted early. Applications can be submitted 90 days in advance of graduation and can take about 90 days to process. You have to wait for your Employment Authorization Card before starting employment.
• Important to know to whom you need to report your employment dates and places (often within 10 days of any changes).
• Watch for the number of days before the start date of your fellowship; a gap between jobs or a long delay might count for “unemployed days” (OPT permits no more than 90 days total).

F-1 OPT - STEM Extension
• You may extend your employment authorization an additional 17 months through an OPT-STEM extension if your degree was in any of the fields listed at http://www.ice.gov/sevis/stemlist.htm
• When reporting to USCIS, note that with a Sea Grant State Fellowship you are technically employed by the University of California San Diego. Double check with Shauna the e-verify number to certify your employment.

TN NAFTA Professionals
If you are from Canada or Mexico you may apply for North American Free Trade Agreement (NAFTA) TN nonimmigrant classification, which permits qualified Canadian and Mexican professionals to work in the USA.
• Applying for a TN requires leaving the USA and re-entering, so plan for travel. You are required to apply at a US point of entry which means either flying out of the country or driving across the border, and then applying for the TN visa on re-entry.
• A TN Visa lasts up to 3 years for same position. In this case, the Sea Grant Fellowship is for one year, so your TN Visa will be valid for only one year.
Is my fellowship considered taxable income?

Fellowships are defined as payments to aid one’s pursuit of advanced training and research and are issued for the primary benefit of the individual receiving the payment. Because of their status as non-degree candidates, fellowship income received by a Postdoctoral Scholar is considered fully taxable by the federal and state tax boards. Please contact your tax advisor or the IRS for current regulations.

Taxes are not taken out of your fellowship award because you are not a UCSD employee. In addition, a fellowship is not a 1099 (independent contractor/consultant). Please see these IRS guidelines for more info:


Where to Obtain Forms, Instructions And Publications


Federal Tax Withholding Calculator at irs.gov (enter “calculator” in Search IRS Site)

CA State: http://www.ftb.ca.gov

Some IRS Publications that may assist you in filing your return are:

- **Publication 17** Your Federal Income Tax
- **Publication 505** Tax Withholding & Estimated Tax
- **Publication 970** Tax Benefits for Education
Thanks to the California Sea Grant State Fellows Class of 2014, other alumni and Hosts for their contributions to this guidebook.

The views, opinions and positions expressed by the authors are theirs alone, and do not necessarily reflect the views, opinions or positions of the California Sea Grant College Program, Scripps Institution of Oceanography, University of California, San Diego, National Oceanic and Atmospheric Administration (NOAA), or any employee thereof. We make no representations as to accuracy, completeness, timeliness, suitability or validity of any information presented by individual authors and will not be liable for any errors, omissions, or delays in this information or any losses, injuries or damages arising from its display or use.