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 if you did not attend the workshop?

Stipend
What you need to know about your funds

Health Insurance
Get covered. The fellowship provides reimbursement

Tax
California Sea Grant does not have the authority to dispense tax advice

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.

http://caseagrant.ucsd.edu

Cover image: courtesy of NOAA National Marine Sanctuaries, Channel Islands

Updated August 2019
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 State Fellowships are located in the state’s capital city.

SAN DIEGO
(above)
Catch some sun in our southernmost 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.

HOST RELATIONSHIP
How do you set up vacation or sick leave? What are the office policies?

TRAVEL
Logistical details to know when traveling for your fellowship.
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 California Sea Grant State Fellowship provides an opportunity to acquire on-the-job experience in the planning, implementation, and management of marine, coastal, and/or watershed 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, federal, or municipal agencies in California for a 12-month paid fellowship.

Eligibility

Applications may be submitted by a graduate student close to completing his/her degree (Masters, Ph.D., or J.D.) in a field related to conservation, management, protection, stewardship, public policy, or law of marine, coastal, and/or watershed environments, or areas that impact those environments, at a California university. Graduate who recently completed their degree at a California university with graduation date [i.e. date diploma awarded by the university] after May 1, 2018 are also eligible to apply. Applicants should address their degree of interest and experience in either marine/coastal science and/or public policy or law. Fellows must complete all degree requirements before starting the fellowship.
Length of Assignment
The length of assignment is 12 months (non-renewable). The fellowship, for this competition, will begin in early winter between January to March, but other schedules may be arranged.

Approximate 2019-2020 timetable
- September 2, 5:00 PM PST: Fellowship applications due
- September 4 – 27 (approximate): California Sea Grant screening of fellowship applications to select finalists
- September 28 (approximate): Finalists notified and applications distributed to participating hosts
- October 29 - 30: MANDATORY matching workshop in Sacramento
- October 31 - November 8: (Remote) Finalist Interviews
- November 13 (approximate): Fellowship matches announced
- January 2020–March 2020: Fellowships begin

Contact
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Former State Fellows Morgan Visalli and Jocelyn Enevoldsen trekked 1,200 miles to raise awareness about the California Coastal Trail.
MATCHING WORKSHOP

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. municipal, 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 a better idea of 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 October, 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 5-7 minute presentation that outlines their organization, the position description and fellowship expectations.

Each of the finalists will also be making a 5 minute 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.

REFER TO SAMPLE ITINERARY ON NEXT PAGE 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 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.

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

**SAMPLE ITINERARY**

### Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8:00 am</td>
<td>Welcome remarks, overview of agenda</td>
</tr>
<tr>
<td>8:20 am</td>
<td>Finalist Presentations (5 minutes/finalists)</td>
</tr>
<tr>
<td>10:35 am</td>
<td>Break</td>
</tr>
<tr>
<td>10:50 am</td>
<td>Host Presentations (5 minutes/hosts)</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 pm</td>
<td>Interviews #1 – 4</td>
</tr>
<tr>
<td>2:55 pm</td>
<td>Break</td>
</tr>
<tr>
<td>3:10 pm</td>
<td>Interviews #5 - 8</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Day 1 of workshop ends</td>
</tr>
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### Friday

<table>
<thead>
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<th>Time</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td>Interviews #9 – 13</td>
</tr>
<tr>
<td>10:35 am</td>
<td>Break</td>
</tr>
<tr>
<td>10:50 am</td>
<td>Interviews #14 - 17</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 pm</td>
<td>Interviews #18 - 21</td>
</tr>
<tr>
<td>2:55 pm</td>
<td>Break</td>
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<tr>
<td>3:10 pm</td>
<td>Interviews #22 - 25</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Day 2 of workshop ends</td>
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</table>
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 supervisor 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 five to ten, read in-depth and understand the background of the agencies. Keep in mind, you should know a little 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.
- Second, 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!

**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, 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
- Comfortable but professional-looking 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

State Fellows Esther Essoudry and Jaimie Huynh (2017) speak with California State Controller Betty Yee on Oceans Day.

Contributor: Jennifer Bigman ’14
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 hosts’ 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:

• **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 coordinator know.

• 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 helps ensure 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 or after the matching workshop. This may happen 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 in mid- to early December.

Congratulations 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 and people 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, and 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 California Sea Grant fellowship coordinator 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 too much stress.

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 transit, bicycle, 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 and Bay Bridges 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 three-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
The Golden State’s capital is home to plentiful outdoor activities, 200 parks and two rivers, and it’s also the self-proclaimed “Farm-to-Fork Capital of America.” No matter what your interest, it’s safe to say Sacramento won’t leave you bored.

- U.S. News & World Report

Sacramento may invoke images of Gold Rush history, state government, and farming, but arguably some of its more appealing traits are its culture, dining, and proximity to a variety of California “destinations”. Being centrally located in northern California, you’re close to the Bay Area (1.5-2 hours), Napa Valley (1.5 hours), and Lake Tahoe (2 hours); while a bit further, Yosemite and Big Sur (3.5-4 hours) are also quite manageable for a weekend trip.

Sacramento has a population of 495,234 (as of 2016) and is 100 square miles. 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.
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. Sea Grant 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 2nd to 15th Streets, and Midtown 16th to 30th Street, by A-X Streets, creating an easily navigable, flat grid. Do your best to stay on the grid (your street should be a number or a letter), noting that higher the number gets as it moves through Midtown, towards East Sacramento and away from downtown, the better the area. Most of the 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, walk around, and hang out after.

- **Curtis Park** – If you are looking for the bedroom community lifestyle in an older neighborhood with more character and restaurants, try the Curtis Park and Land Park area of East Sacramento. It has a nice park with a track and basketball courts. 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 (freeway, 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 trade-off is quality and safety.

- **South Natomas** – This area is more suburban than midtown, but there are still plenty of restaurants and shopping centers. The commute to downtown takes roughly 10-15 minutes by either bus or car. Several bus lines run through south Natomas and into downtown. Rent prices are comparable to mid and downtown. NOTE: Apartment complexes more east of I-5 are generally a bit sketchier.

- **North Natomas** – If you are looking for a bedroom community because you want a house and yard, North Natomas might be right for you. It is all new

continued on next page
MORE Sacramento:

developments close to strip malls. There are lots of “green belt” paved trails in this region for walking, running, and casual biking.

• 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.

• Del Paso Heights – Avoid Del Paso Heights and the immediate surrounding area.

Searching for Housing

When searching for housing in Midtown, DO NOT Google it, do not use apartments.com and do not go to bigger complexes. You’ll be looking at rents way above budget. Your best bet is to use Craigslist, HotPads, or go through local property management companies. These properties go FAST, so plan on coming up for a few days, touring, and making your decision on the spot. If your building does not have parking, make sure your unit is eligible to get a free street parking permit from the city.

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. If you plan to bike along the river to work, check the route. Some sections aren’t considered safe.

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 - 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.

Suggested Activities

• Explore the Auburn State Recreation Area and it’s numerous trails and tributaries; grab a bike and join the Sacramento BikeParty (first Friday of every month); buy/rent inner tubes and float down the American River - hop in at Sunrise Recreation Area and get out at River Bend Park; see a movie at Sacramento’s historic Tower Theatre; walk over to Sutter’s Landing and hang out on the beach; check out the Crocker Art Museum (“Pay What You Wish” every third Sunday of the month); catch a show at Ace of Spades or Harlow’s; gather a team for trivia night at Fox & Goose Public House.

• The city of Sacramento puts on a variety of events ranging from food/beer festivals to block parties. Notable events include Concerts in the Park, Beer Week, R Street Block Party, Grilled Cheese Festival and more! A great website for people new to the area is https://sacramento.downtowngrid.com/events/


Contributors: Stephen Pang ’18, Lorna McFarlane ’17, Liz Parisenti ’14, Karen Kayfetz ’14, Nicole Bobco ’14, Meiling Roddam ’14, Miho Ligare ‘12, Randy Lovell
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.
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 or bus 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 20-30 minutes.

- **Hillcrest and Downtown San Diego** – Hillcrest is a popular, hip, yoga-and-slow-food-movement neighborhood, but be prepared to drive 30+ 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 without some planning and dedication, you’ll find yourself driving most places (that being said, our first San Diego fellow survived without a car!). The MTS 201/202 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. Some areas of San Diego have better bicycle infrastructure than others, so plan on taking time to scout out the safest route.

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
SANTA BARBARA
The American Riviera

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 Elings 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 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 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. Its 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. Its 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 (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. Your 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 (biergarten), 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: Evyan Borgnis '14
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, 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; and attendance at fellowship functions, conferences, hearings, and meetings. Vacation and sick time should be determined by the fellow and host agency early on. Sea Grant does not provide guidance on this.

- 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.
What are the allocation amounts for my fellowship?

The California Sea Grant program administers the overall award of $52,380 (based on a 12-month period) per fellow. Of this amount, the California Sea Grant program provides $46,860 ($3,905 per month) to each fellow for stipend and living expenses. California Sea Grant will reimburse costs for private health insurance that you may already have or will obtain, up to a total of $3,120 over twelve months. There is also $2,400 available to cover expenses for the matching workshop, joint California Sea Grant Extension Program meeting, 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 and must go through multiple approval processes, 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?

Submit a completed direct deposit form to Herminia at hvillalpando@ucsd.edu

The direct deposit form may be downloaded from our website at: go.ucsd.edu/2CPjfGb

How long does it take for my direct deposit to be processed?

The turnaround time for an initial direct deposit enrollment is seven to ten days, which includes time for both UCSD and the bank to process your request.
Does California Sea Grant provide health insurance?

No. However, California Sea Grant will reimburse cost for private insurance that you may already have or will obtain up to a total of $3,120 over twelve months.

NOTE: For reimbursement to be allowable, the health insurance policy must name the fellow as the insured party, AND the fellow must be identified as making the payment. Sea Grant cannot reimburse payments made by a spouse, domestic partner or parent, even if the fellow is named on the policy.

What is the procedure for requesting health insurance reimbursement?

Every month, e-mail your reimbursement request to Herminia Villalpando (hvillalpando@ucsd.edu; subject line “Health Insurance reimbursement – Month”) with a pdf attachment of your proof of payment.

What is considered acceptable proof of payment?

The receipt must show your name, premium amount, the form of payment used, billing period, and health insurance provider name. As noted above, the insurance policy must name the fellow and payment receipt must be in the name of the fellow.

For your security, before attaching any documentation, remove any personal information, including home address and phone numbers, credit card numbers, medical conditions, social security numbers, birth dates, etc.

Can I use my allotted $3,120 to cover co-payments and other medical expenses?

No, your allotted amount is for reimbursement of your health insurance premium only.

COVERED UNDER YOUR PARENTS?

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.
TRAVEL

THE BASICS

Do I need to request travel pre-approval when I travel?
Yes. Travel requests must be approved in advance by your host and California Sea Grant.

What is the procedure for requesting domestic travel pre-authorization?
Send an email to your host supervisor requesting permission to travel and include a completed pre-approval form. Once the host approves your travel, please forward that email with the form attached to sgfellow@ucsd.edu and copy to Herminia (hvillalpando@ucsd.edu). California Sea Grant staff will then review and respond to the travel request for appropriate use of fellowship funds.

Where can I find the pre-approval form?
The pre-approval form may be downloaded on our website at: go.ucsd.edu/2CPfjGb

What happens if I travel without pre-approval?
You run the risk of not being reimbursed for some or all of your travel expenses.

What is considered domestic 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.

REIMBURSEMENT

I just came back from my travel. Now what?
At the conclusion of your trip, fill out a Travel Reimbursement Form, which can be found at: go.ucsd.edu/2CPfjGb. Submit this form with all expense receipts to Herminia (hvillalpando@ucsd.edu) and sgfellow@ucsd.edu

Can I hold on to my travel receipts until the end of my fellowship so I can receive one lump sum?
No. Reimbursements for travel expenses need to be submitted within 30 days of the trip's completion. Reporting of expenses submitted after 44 days may be treated as taxable, or may not be paid.

NOTE: For travel shorter than 24 hours, meals can only be claimed if you had:
• An overnight stay and you provided a lodging receipt
• A working meal was scheduled as an integral part of a meeting or conference (include the agenda for the meeting that itemizes the meal)
IN GREATER DETAIL...

All travel must utilize the most economical mode of transportation and commonly traveled route. If you have any questions, please contact Herminia (hvillalpando@ucsd.edu).

AIRFARE

- Please provide an e-ticket, original passenger receipt, or travel agent receipt that shows traveler’s name, airfare costs, class of travel (i.e. economy, business, etc.), form of payment, dates, and route.
- Sea Grant will only reimburse the cost of coach airfare.
- Early check-in fees and upgrades are non-reimbursable.
- Please note that all travel must be in compliance with the Fly America Act, which mandates the use of US carriers on all legs of the trip, including code shared flights. PRIOR approval by California Sea Grant is required if a foreign carrier is to be used on ANY portion of a trip. Contact Herminia if you have any questions.

LODGING

- Please provide an itemized copy of the original receipt summarizing cost of daily lodging and other expenses.
- Sea Grant will only reimburse the room rate plus associated taxes. Any other in-room charges such as internet or room service will not be reimbursed.
- If you share a room with another fellow, each person will need to submit an itemized folio that provides individual proof of payment.
- Avoid “package deals” as they’re generally ineligible for reimbursement. Expenses combined in a package usually fail to meet receipt requirements.
- You must be at least 40 miles from home/headquarters (whichever is closer) to be reimbursed for an overnight stay.

MEALS

- Please keep all itemized meal receipts during your trip so you can submit a copy at the conclusion of your trip.
- You may claim only the actual amount spent and that amount may not exceed $62/day for travel lasting 1-29 days.
  - If the full amount ($62) is claimed, you will need to provide additional information of why this is so, otherwise the reimbursement request will be rejected (i.e. receipts, meal log and/or clear justification of expense). If you routinely claim the maximum amount under all travel conditions, it will appear that the maximum meal expenses are being used incorrectly. In this case, the UCSD Travel Office will notify you that your expenses will be reported as taxable income.
- Meals are not reimbursable for any trip lasting under 24 hours unless you have an overnight stay and provide a lodging receipt.
- Alcohol will not be reimbursed.
PRIVATE VEHICLE

• Please provide original receipts for tolls and parking costs. You cannot request reimbursement for gas since you will be reimbursed based on mileage.

• Beginning Jan. 1, 2019, the IRS standard mileage rates for the business use of a car (also vans, pickups or panel trucks) is 58 cents per mile (mileage rate includes the cost of fuel).

• If you are carpooling, only the driver can claim mileage reimbursement.

• Flying vs. Driving – When choosing surface transportation in lieu of air travel, the total cost of surface transportation cannot exceed the equivalent lowest cost airfare. Proof of airfare cost, such as a screen capture of flights prices during the same time, must be provided.

• You must seek pre-approval of mileage from California Sea Grant if your mileage exceeds 250 miles round-trip. Renting a car is preferred for trips more than 250 miles.

RENTAL CARS

• You will need to provide an itemized copy of the rental car and gas receipts with proof of payment to request reimbursement.

• Rental car reimbursement is for up to an economy/standard model unless a no-cost upgrade is provided.
  • An expense for upgrading, including for a built-in GPS, is generally not eligible for reimbursement.

• To minimize expenses, return the rental car with specified amount of gas in the tank so that refueling by the agency is not required.

• If you are carpooling with other fellows, you can split the total cost. Please make it clear as to how much each person paid when you submit for reimbursement.

CONFERENCE & REGISTRATION FEES

• Please provide a copy of the original receipts indicating traveler’s name, cost, date, type of payment, and event title.

• Conference and registration fees are reimbursed with your travel expenses after your trip has concluded.

SPLITTING EXPENSES WITH ANOTHER FELLOW

• Lodging – Each person must submit an itemized receipt with proof of their payment.

• Meals – Each person must submit an itemized receipt with proof of their payment.

• Private vehicle – Only the person driving may request reimbursement for mileage.

• Rental cars – Each person must submit an itemized receipt with proof of payment.

• Conference & registration fees – These expenses cannot be split. You must have your own individual receipt.

Please note: You cannot pay the full amount of any travel expenses and request reimbursement from another Fellows travel funds. If you pay for the expense, once approved, the expense will be reimbursed to you using your allocated travel funds. No exceptions.
COMMUNICATIONS SUPPORT

Where can I find the California Sea Grant logo?

Visit go.ucsd.edu/2CKWUdx

How can California Sea Grant communications help me?

NEWSLETTER AND SOCIAL MEDIA

If you’d like us to share a project or announcement from your host office, email our communications team (casgcomms@ucsd.edu)

OTHER SUPPORT

If you or your host agency need additional communications guidance, reach out. We’re happy to help brainstorm or discuss how we can help.

What is the recommended email signature?

[First Name] [Last name] | California Sea Grant State Fellow
[Host agency name]
[Phone number]

Miho Ligare | California Sea Grant State Fellow
California Ocean Protection Council
858.534.4444

HOW TO MAKE THE VERTICAL BAR IN THE EMAIL SIGNATURE

Option 1
1. Copy and paste it.

Option 2
1. Hold the “Shift” key on the keyboard.
2. Press the “Backward Slash” key above the “Enter/Return” key.
Student loan deferment

The California Sea Grant State Fellowship Program 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 U.S. 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 Ligare (mligare@ucsd.edu). 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.
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. The interpretation and implementation of the tax laws are the domain of the IRS and the courts.

California Sea Grant takes no position on what the status may be for a particular taxpayer, and does not have the authority to dispense tax advice. Individuals should consult their local IRS office about the applicability of the law to their situation and for information on their tax obligations.

Will I receive a 1099 or a W-2 at the end of my fellowship?

No. 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).

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

IRS Publication that may assist you in filing your return:
Publication 970 - Tax Benefits for Education

Please consult your tax advisor for more information.
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.