



California Sea Grant State Fellowship Program 2019 Call for Host Applications

Program Description

The California Sea Grant State Fellows Program provides a unique educational and professional opportunity for graduate students who are interested in coastal and marine resources in California, and the policy decisions affecting those resources. Modeled after the highly successful national [Knauss Marine Policy Fellowship Program](#), our State Fellowship Program is designed to provide recent graduates an opportunity to acquire "on the job" experience in the planning and implementation of coastal and marine resource policies and programs in the state of California. The program matches highly motivated and outstanding graduate students (near completion of degree or recently completed) with "hosts" in municipal, state or federal agencies in California. The fellowship program serves to both increase the capacity of ocean and coastal management agencies in California with highly motivated and talented graduate students, and to facilitate the training and development of the next generation of ocean and coastal leaders.

Since the inception of this program in 1987, 183 graduate students and recent graduates have been successfully placed in a variety of local, state, and federal agencies that address California coastal and marine resource issues. This fellowship program has helped jump-start the careers of coastal and marine policy professionals. You can read about current and past State Fellows at <https://caseagrant.ucsd.edu/fellowships/past-fellowship-opportunities/state-fellowship>

Prospective hosts will provide an educational opportunity to fellows who will, in turn, provide substantial professional contributions to the office. Hosts are expected to supervise, mentor and provide opportunities for fellows to be involved in substantive issues that support the fellow's professional and educational goals. The fellow will be expected to engage with the host office and work full-time, on site and with other staff and/or leadership, as appropriate.

For 2019, California Sea Grant plans to select up to 18-25 finalists (depending on size of applicant pool and number of host offerings) who will be awarded fellowships. Fellowship applications are submitted to California Sea Grant and screened for appropriate academic background, employment history, career and education goals, community and extracurricular activities, interest in the fellowship, and for personal characteristics such as initiative, leadership, adaptability, communication and analytical skills.

Final host placement assignments for each class will be based on interviews and ranking of preferences by both the selected finalists and hosts after participation in a **mandatory matching workshop in Sacramento on October 30 and 31, 2018**. Consequently, placement of a fellow in each prospective host office is not guaranteed.

Prospective hosts are expected to contribute at least 70% of the costs to support a fellow. If a host is requesting more than one fellow, the host will pay 100% of the costs associated with any additional fellowships. Sea Grant will administer the monthly stipend payments, health insurance and travel reimbursements for each fellow.

Stipend and Expense

Hosts are expected to cover at least 70% of the total direct costs of their first fellowship award (includes stipend, health insurance reimbursement, travel costs and administrative support) and 100% of the total direct costs of any additional fellowship awards. In addition, an IDC (indirect cost) rate of 25%* applies to all costs. If you have any questions about the IDC, please contact the Sea Grant office. A summary of costs to potential hosts is as follows:

Direct cost of fellowship award (stipend [\$46,860], insurance [\$3,120], travel [\$2,400]) = \$52,380

Sea Grant Administrative Support (~3%) = \$1,545

Indirect Cost Rate (off-campus) = 25%*

Cost to Hosts:

First fellowship = $1.25 * [(70\% \text{ of } \$52,380) + \$1,545] = \$47,764$

Additional fellowship(s) = $1.25 * [(100\% \text{ of } \$52,380) + \$1,545] = \$67,407$ per fellow

Once hosts are confirmed, they are expected to work with Sea Grant and the Scripps Office of Contract and Grant Administration to put into place a cooperative or interagency agreement for each fellowship award prior to the start of fellowships in winter 2019. **Fellows are NOT ALLOWED to start work until the funding agreement is completed.**

** - the 25% IDC rate applies to fellows working at a state agency, unless the host agency has negotiated an alternate rate with the University of California that has been approved by the UC Office of the President. Necessary documentation will be required prior to acceptance of the contract. Please contact the Sea Grant office if you believe another IDC rate may apply.*

Length of Assignment

The length of a fellowship assignment is 12 months (non-renewable). The fellowship, for this year's competition, will begin in the winter (January to March 2019), and the start date is negotiable between an individual host and fellow.

Application

The California Sea Grant State Fellowship program is open for participation by municipal, state and federal agencies in California with mandates in coastal or marine research, policy, or management.

A host application will include the following:

1. Host location and contact information.
2. Names of fellowship supervisor(s).
3. Point(s) of contact for California Sea Grant, prospective fellows, and finalists.
4. Position description (not to exceed two pages, singled spaced). If selected as a participating host, this description will be made available as submitted to prospective fellowship applicants.
5. Amount of proposed financial contribution.

Please submit the above information to Miho Ligare, Research & Fellowship Coordinator, at mligare@ucsd.edu by **COB July 31, 2018**.

Selection

Acceptance of a host application will be based on the following criteria:

1. The perceived quality of the fellowship opportunity.
2. The level of educational benefit for the fellow.
3. The host office's previous experience working with interns, fellows or other mentoring/educational programs.
4. The level of financial commitment. Hosts are required to provide at least 70% of the entire cost of the (first) 12-month fellowship (including stipend, health insurance reimbursement, travel costs, SG project management support and applicable IDC). Hosts must pay 100% of the costs for any additional fellowship(s).

Selected hosts will be guided through the process of interviewing and matching with fellowship finalists at a 2-day matching workshop on October 30 - 31, 2018 in Sacramento. Final host placement assignments will be determined by Sea Grant and will be based on interviews and ranking of

preferences by both the finalists and participating host offices. Consequently, placement of fellows cannot be guaranteed.

Timeline

July 31: Host applications due

August 2 (approximate): Participating hosts selected and host applicants notified; request for fellowship applications issued

August 31: Fellowship applications due

September 4– 27 (approximate): Sea Grant screening of fellowship applications to select finalists

September 28 (approximate): Finalists notified and applications distributed to participating hosts

October 30 -31 : **MANDATORY** host placement workshop in Sacramento

November 13 (approximate): Fellowship matches announced

January 2019–March 2019: Fellowships begin

For further information, contact:

Miho Ligare
Research & Fellowship Coordinator
(858) 534-1160
miligare@ucsd.edu

Catherine Courtier
Extension Program Analyst
(858) 822-2167
ccourtie@ucsd.edu

Budget Questions
(858) 534-7855
sgfiscal@ucsd.edu