



Frequently Asked Questions

Who are my California Sea Grant contacts?

General Fellowship questions:

Shauna Oh, Assistant Director (858) 534-4440, shaunaoh@ucsd.edu

Stipend payment, health insurance:

Carol Bailey-Sumber, Grants Specialist, (858) 534-7855; cbsumber@ucsd.edu

Travel reimbursement questions:

Torrey Larson, Assistant Fund Manager, (858) 534-4442, tlarson@ucsd.edu

General office fax: (858) 534-2231

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

Are there differences in how each Sea Grant handles reimbursements?

Yes. Each state Sea Grant office abides by policies instituted by their hosting university. California Sea Grant must abide by the University of California Office of the President and University of California San Diego policies and procedures. One of our goals is to reimburse fellows as much as possible, according to UCOP and UCSD guidelines. Some of these policies and procedures may change per fiscal year.

Am I considered a UCSD employee?

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

What are the allocation amounts for my fellowship?

Before your fellowship begins, \$49,000 will be awarded to CA Sea Grant for disbursement, during the effective dates of the fellowship (February 1 – January 31). As stated by the National Sea Grant Office:

“The local Sea Grant program receives and administers the overall award of \$49,000 per student on behalf of each Fellow selected from their program. Of this amount, the local Sea Grant program provides \$38,000 to each Fellow for stipend and living expenses (per diem). \$9,000 will be used to cover mandatory health insurance for the Fellow and moving expenses; any remaining funds shall be used for the fellow during the Fellowship year, first to satisfy academic degree-related activities, and second for Fellowship-related activities. Finally, up to \$2,000 can be used to cover placement week costs. During the Fellowship, the host may provide supplemental funds for work-related travel by the Fellow.”

Please note that California Sea Grant or UCSD does not provide health insurance. However, CA Sea Grant will reimburse costs for private insurance that you may already have or will obtain. Currently, your proposal has \$9,000 budgeted for health insurance, moving and travel. You must have health insurance while on travel status. The amount set aside for health insurance reimbursement can be increased

upon your request, decreasing the amount for moving expenses and travel accordingly.

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 fellowship funds from the National Oceanic Atmospheric Administration (NOAA). Please provide our office with your most current mailing address, phone number and email. If you have set up direct deposit, the money will be deposited into your account.

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 http://www-csgc.ucsd.edu/EDUCATION/KNAUSS/Knauss_current.html. Look under the Information for Current Knauss Fellows.

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

What are the procedures for requesting domestic travel authorization and reimbursement?

Travel requests (degree or fellowship/work-related) must be approved in advance by your host and California Sea Grant. Please prepare a letter of request for travel (paper or e-mail) to be approved first by your host. Once the host approves your travel, please e-mail the request to Shauna (shaunaoh@ucsd.edu) and copy (sgfiscal@ucsd.edu) and Torrey (tlarson@ucsd.edu) in the email.

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: http://www-csgc.ucsd.edu/EDUCATION/KNAUSS/Knauss_current.html and submit it along with all expense receipts to:

California Sea Grant
University of California San Diego
9500 Gilman Dr Dept 0232
La Jolla, CA 92093-0232
Attn: Torrey Larson

What are the procedures for requesting foreign travel authorization and reimbursement?

Please see below for a list of the required documentation for a foreign travel request. Upon approval, proceed with processing your request. Please remember that this process must be completed 50 days in advance of the expected date of travel to ensure adequate opportunity for your host's, the National Sea Grant program and our program's comments and approval.

Reimbursement for travel expenses shall not be higher than the University of California approved travel rates. These travel rates are published at <http://www.ucop.edu/ucophome/policies/bfb/g28.html>.

CASG requires a written request with justification at least fifty (50) days PRIOR to the trip in order to notify the National Sea Grant office. Your trip should be approved by your

host prior to submitting the request to California Sea Grant. Once the host approves your travel, please e-mail the request with subject line "Knauss travel request" to Shauna (shaunaoh@ucsd.edu) and copy (sgfiscal@ucsd.edu) and Torrey tlarson@ucsd.edu in the email.

Travel Checklist: All foreign travel must be in compliance with the Fly America Act (see link below). A U.S. flag air carrier must be used on all portions of the route where service is provided.

Requests for prior approval should be written in the third person and include the following:

- a) Traveler's name;
- b) Dates traveled;
- c) Reason for the trip;
- d) Origin and destination of the travel;
- e) Detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip (a PDF of a quote from an airline with details of the proposed trip and cost should accompany the letter); and
- f) Detailed cost for lodging, meals, registration (i.g. Lodging 3 days @ \$/day = \$; Meals 3 days @ \$ govt per diem rate or less)

At the conclusion of your trip, fill out a Travel Reimbursement Form, which can be found at: http://www.csgc.ucsd.edu/EDUCATION/KNAUSS/Knauss_current.html and submit it along with all expense receipts to:

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What are the procedures to request an advance for travel expenses?

California Sea Grant's preference is travel reimbursement. Advances require a lot of planning on the part of the traveler because it sometimes takes a month for the money to be sent by UCSD Travel. However, if an advance is absolutely necessary, please note the following:

UCSD Travel sends hotel advances/registration fees to the hotel/event coordinator only. You must provide CA Sea Grant with the hotel name/event name, mailing address, FEIN # (federal id number), arrival/departure or event dates, and amount to send. Make sure to reserve a hotel room. The hotel should receive the check within 2-3 weeks.

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 generally considered fully taxable by the federal and state tax boards**. Please contact your tax advisor or the IRS for current regulations.

Where to Obtain Forms, Instructions And Publications

Federal (IRS): <http://www.irs.gov>

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.**

This is not a comprehensive list. Please consult your tax advisor for more information.