



## SEA GRANT RESEARCH TRAINEE GUIDELINES

Sea Grant awards traineeships to full-time registered graduate students who are working toward advanced degrees related to the marine or coastal sciences. Trainees are expected to make good progress toward their degrees, to remain in good academic standing, and to participate in approved Sea Grant research projects. The Sea Grant projects provide trainees with thesis material and valuable opportunities to further their graduate education.

A Sea Grant Trainee is expected to work as an investigator (not simply a laboratory helper or inexpensive laborer) on the project. The Trainee is not considered an employee, so no hourly requirements are to be set.

### QUESTIONS & CORRESPONDENCE

All questions and requests for extensions, exceptions to trainee policy, etc. should be emailed to the Business Manager, Catherine Hughes, at [sgbudget@seamail.ucsd.edu](mailto:sgbudget@seamail.ucsd.edu). Email correspondence *should be sent from the Project Leader's email address as this serves as his/her signature*. In all correspondence, the Project Leader should reference the project number, specific year of the project (e.g., year 2), the grant award (e.g., NA04OAR4170038) and the account/fund or purchase order number.

If you have questions regarding Sea Grant traineeships or reports due, please call Jennifer Bourgeois at (858) 534-4600.

### CONTACT INFORMATION

Website: <http://www-csgc.ucsd.edu/>

Main Sea Grant Line: (858) 534-4440

Sea Grant Fax: (858) 534-2231

Mailing Address:

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

Catherine Hughes, Business Manager: [sgbudget@seamail.ucsd.edu](mailto:sgbudget@seamail.ucsd.edu)

Jennifer Bourgeois, Financial Assistant: (858) 534-4600, [jrbourgeois@ucsd.edu](mailto:jrbourgeois@ucsd.edu) or [sgbudget@seamail.ucsd.edu](mailto:sgbudget@seamail.ucsd.edu)

## CALIFORNIA SEA GRANT SPECIAL TERMS & CONDITIONS FOR TRAINEESHIPS

**Appointments:** The [Graduate Traineeship Appointment Form](#) is due as soon as the principal investigator determines the trainee(s) and dates of traineeship. California Sea Grant must receive the signed form and approve the traineeship before reimbursing campuses for traineeship expenses. The form should be mailed or faxed to Jennifer Bourgeois.

Once Sea Grant approves the traineeship, the form will be returned to the trainee's campus so that their administrative contact can arrange for timely payment of the student's stipend.

**The Sea Grant office is *not* responsible for setting up the traineeship payments.**

**Note:** All fourth- and fifth-year appointments and any appointment of less than 6 months require advance approval by the Sea Grant Director. Project Leaders must send written justification *prior* to submission of the appointment form. Requests for exception to trainee policy should be emailed to the Business Manager, Catherine Hughes, at [sgbudget@seamail.ucsd.edu](mailto:sgbudget@seamail.ucsd.edu).

**Follow-up:** Following the end of the traineeship, the California Sea Grant office will periodically request information from trainees regarding current addresses, occupations, and activities. Questionnaires should be returned promptly.

**Foreign Students:** F-1 or J-1 visas are required for foreign students.

**Publications:** Sea Grant Project Leaders and trainees must properly acknowledge Sea Grant's support in all publications that report results of their Sea Grant research, and Sea Grant must receive a specified number of article reprints for required distribution. For instructions regarding the proper Sea Grant acknowledgment and ordering information, please refer to the [California Sea Grant Publication Guidelines](#).

**Required Reports:** At the end of each traineeship year, the trainee is required to submit an [online Annual Trainee Report](#).

Additionally, the department is required to submit the [Final Expense Report](#). This form should be submitted to Jennifer Bourgeois.

**Stipend:** Trainees receive a fixed sum *determined by the Sea Grant office* in 12 payments during a specified 12-month period. This is paid as a stipend, NOT as salaries, wages, and benefits. The stipend is overhead-free. In some cases, trainees receive a proportionate award for a shorter period.

**Taxes:** Sea Grant Trainees are considered "Fellows" and are not employees. Therefore, the stipend received is not considered "pay" for services. For tax questions, trainees should consult their graduate office or an IRS representative. Please do not call the Sea Grant office with tax-related questions.

**Termination:** The [Graduate Traineeship Separation Form](#) must be submitted to the Sea Grant office only upon **early** termination of a trainee. In addition, the [online Annual Trainee Report](#) should be submitted immediately thereafter.

**Theses/Dissertations:** Trainees should send an electronic copy of the abstract of their thesis (or dissertation), title page, and California Sea Grant acknowledgment to the California Sea Grant publications office. Typing costs for theses and dissertations **are not** allowable expenses from the Project Leader's Sea Grant funds.

**Time and Effort:** It is assumed that the trainee's research and studies require 100% effort. Therefore, the trainee cannot be employed by the university in any other capacity during the academic year. During the summer (summer months determined by the university's academic year), trainees may supplement their 50% traineeships with 50% university employment.

**Questions:** If you have questions regarding Sea Grant traineeships or reports due, please call Jenniffer Bourgeois at (858) 534-4600.