

Students are advised to retain the *first* handbook for their *first* year of graduate study and the most current version of this handbook. Students should also obtain an SDSU *Graduate Bulletin* for the first and last year of study.

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In addition to this Handbook, students must consult the *New Student Handbook of Degree Requirements* from the UC Davis Graduate Group In Ecology.

UC Davis Ecology Graduate Group New Student Handbook of Degree Requirements
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INTRODUCTION

This document provides information to help you progress through the Joint Doctoral Program in Ecology. It addresses practical matters and complements the UC Davis New Student Handbook.

As a result of the specifics of the State charter for the UC and CSU systems, the Ph.D. in Ecology is jointly awarded by UC Davis and SDSU. It is therefore important to understand both University systems.

At UCD, the Ph.D. program in Ecology is handled not by a single department, but by the Graduate Group in Ecology (GGE) that spans a number of Departments, nine Areas of Emphasis (AOE), over 120 faculty and over 160 Master's and PhD students in Ecology. The GGE is an independent unit that is not "governed" by a single department. Governance is managed by the GGE faculty membership.

Starting your tenure on the right foot in the JDPE depends heavily on you reading and understanding the information contained in both the SDSU and UCD handbooks, AND attending orientations at both institutions. The handbooks and orientations are designed to complement each other, but not replace each other. You are required to attend orientations at both institutions your first year, and strongly encouraged to attend the UCD orientation in the year you start your residency there; as there may have been changes to course requirements that you must be aware of.

CONTACTS

The JDPE Graduate Program Chair/Adviser / resides at UC Davis. The JDPE/SDSU Coordinator resides at SDSU. Currently, they are:

Dr. Edwin D. (Ted) Grosholz
Chair, Graduate Group in Ecology
Environmental Science and Policy
University of California
Davis, CA 95616
(530) 752-9151
E-mail: tedgrosholz@ucdavis.edu

At SDSU,

Dr. David Lipson
Director, JDPE
Department of Biology
PS 251C
(619) 594-6379
E-mail: dlipson@mail.sdsu.edu

The Graduate Group in Ecology at UCD has a Graduate Program Coordinator for the JDPE:

Matthew Malepeai, Student Affairs Officer
1005 Wickson Hall
(530) 752-6752, fax (530) 752-3350
E-mail: mamalepeai@ucdavis.edu
Website: <http://ecology.ucdavis.edu/>

On the SDSU campus, the Graduate Programs Coordinator & Field Stations Administrative Assistant is:

Jamie Rhine, Graduate Coordinator
Department of Biology
LS 135A
Mail Code: 4614
(619)594-2980
E-mail: jrhine@mail.sdsu.edu

JDPE STUDENT TIMELINE

Year 1 SDSU

Summer

- o If you are not currently a California resident, begin establishing residency (obtain a CA Driver's License or Identification Card, register to vote, change your car registration and insurance). Be sure to review the guidelines for establishing California residence for both campuses. California Department of Motor Vehicles web address : www.dmv.ca.gov/portal/dmv/dmv/home

August

- o Meet with Department Coordinator (in LS 135A) to sign SDSU Teaching Assistant contract, obtain SDSU ID card, parking permit, keys, etc.
- o Sign in with Human Resources for benefits enrollment
- o Attend Biology TA/GA workshop
- o Work with JD Coordinator and Major Professor to select Guidance Committee (GC) and identify UCD Faculty Host
- o You may be personally billed for your coursework, if your course load exceeds 6 units or your coursework is outside of the College of Sciences or Department of Geography.
- o Work with Major Professor and GC to choose courses for the entire year.
- o If your course load exceeds 6 units, or your coursework is outside of the College of Sciences or Geography Department.
- o Register for classes including Bio 645 and any courses required by the GGE to address entrance deficiencies
- o Attend JDPE orientation at SDSU
- o Lower your course load at next year to allow room for another specialty course or research by taking up to 2 of the 3 required ECL 290 seminars at SDSU.

September

- o Begin classes at SDSU
- o At UCD, complete the following:
 - Meet with your UCD/GGE Faculty Host and discuss terms of Graduate Research Assistantship during your year at UCD
 - Arrange and hold meeting with GC (***Form due by the end of the fall semester to the GGE/UCD***)
 - Select required courses with GC, file study plan (including courses and exam topics)
Note: These can change with approval from GC and the GGE Graduate Adviser.
- o Work with Major Professor to identify 2 fellowship/grants to apply to
- o Submit research funding request to JD Coordinator and Major Professor if funds will be needed for your dissertation research activities
- o Submit proposals for fellowship/grant support as deadlines require
Note: The goal of the JDPE is to provide each student with full support for 5 years of study. Support in year 6 can be requested, but is not guaranteed.

May

- o Submit Progress Report to UC Davis
- o Prepare draft of dissertation research proposal

Year 2 UC Davis

September

- o Begin courses and UCD Graduate Assistantship
- o Attend Orientation at UC Davis (if attending UC Davis) with your Major Professor
- o Identify committee members for Qualifying Examination
- o Organize and hold second GC meeting at UC Davis
- o Submit a revision of the GC if necessary
- o Submit proposals for fellowship/grant support as deadlines require

November

- o Complete a draft of the research proposal for submission to your Major Professor
- o Submit research funding request to JD Coordinator and Major Professor if funds will be needed for your dissertation research activities

May

- o Submit Progress Report to UC Davis AND to SDSU PRIOR to forwarding to UC Davis.
- o Plan for Qualifying Examination to be taken beginning of Year 3. Be sure to review approved GC coursework requirements to ensure completion of all requirements
- o Submit *Pre-Qualifying Examination Evaluation* form to the GGE
- o The option of a video-conferenced QE is available. If you choose this option, please reserve the facilities with SDSU and UCD: <http://iet.ucdavis.edu/telecom/>. Prior to finalizing the reservation, please request the funds to cover the expense from the JDPE Coordinator and contact the UCD Graduate Program Coordinator for additional accounting details.

Year 3 SDSU

September

- o Submit the research proposal to QE Committee
- o Submit research funding request to JD Coordinator and Major Professor if funds will be needed for your dissertation research activities

October-December

- o Take Qualifying Examination
- o Finalize Dissertation Committee, and submit an approved Dissertation Proposal to the GGE within the six month deadline

January

- o File *Application for Candidacy* to UCD (you will receive this upon successful completion of Qualifying Examination)
- o Submit proposals for fellowship/grant support

May

- o Submit Progress Report to UC Davis

- o Check that you have submitted an approved dissertation proposal within 6 months of your Qualifying Exam

Year 4

- o Continue dissertation research and writing
- o Submit research funding request to JD Coordinator and Major Professor if funds will be needed for your dissertation research activities
- o May: Submit Progress Report to SDSU for forwarding to UC Davis

Year 5/6

- o Enroll in Dissertation units (BIOL 899) in the semester you intend to graduate
- o Notify both institutions of intent to graduate, attend graduate ceremonies if appropriate
- o Present Exit seminar to SDSU faculty & students.
- o Submit Dissertation to Committee for approval
- o Once approved, file the Dissertation with UCD Office of Graduate Studies
- o After UCD submission, submit copy of Dissertation to Department of Graduate and Research Affairs at SDSU
- o File for graduation, graduate, and complete program exit survey

Always refer to the UCD Handbook for further instructions, policies, deadlines, and forms required of you! See

<https://gradstudies.ucdavis.edu/postdoctoral/forms-information/guides-handbooks>

<http://ecology.ucdavis.edu> for many of the forms, deadlines, and instructions for UCD.



SAN DIEGO STATE
UNIVERSITY

August 2018

Dear New Ecology Ph.D. Student:

Welcome to SDSU and congratulations on your acceptance into our Joint Doctoral Ecology Program. Below please find important information.

Student Contact Information

If you have not accessed your web portal account, please do so right away at the following link:

https://sunspot.sdsu.edu/pls/webapp/web_menu.login

Follow the steps for [creating a new student portal account](#). Please update your contact information on your webportal account if it has changed since you applied to the University. **Furthermore, you are required to apply for and use an sdsu.edu email address for your official email correspondence.** An accurate email address on file is essential, as this is the primary means to receive announcements from the University and the Department.

Your Office365 Exchange (@SDSU.edu) email account is your official SDSU email account. Once you receive your @sdsu.edu email address, please make sure to go to the WebPortal to update your email address and let Patti Swinford know the new email address for adding to the Ecology JDP Group List.

Here are the instructions for creating your account:

To activate your SDSUId, login with your WebPortal credentials at: <https://getid.sdsu.edu>

Following the three step process, you will be able to set a new SDSUId password and complete the SDSUId/Microsoft Office 365 activation process.

If you need help or would like more information about SDSUId, visit <http://sdsuid.sdsu.edu>

Graduate Housing Information

Please see the following websites for information regarding housing:

- San Diego State University Housing, Aztec Journey
<http://arweb.sdsu.edu/es/hobsons/emails/admissions/housing/transfers.html>
- San Diego State University Housing, Off-Campus Student Housing
<http://www.sdsu.och101.com/>
- San Diego State University Housing, Newsletter
<http://newscenter.sdsu.edu/housing/>

- Aztec Corner East

<https://www.americancampus.com/student-apartments/ca/san-diego/aztec-corner>

- Emerald Isle

<http://www.sdsurental.com/>

- Piedra del Sol

http://housing.sdsu.edu/properties/piedra_del_sol.aspx

Financial Aid

Information regarding financial aid can be found here: <http://starter.sdsu.edu/fao/>

Please direct all financial aid questions to the OFAS.

Orientation Events

1) The university graduate orientation is online. Please review this material prior to arriving at SDSU. The site is <http://grad.sdsu.edu/>

2) Please note that there is an additional orientation for international student. **This orientation is mandatory.** Please see more information here:

http://go.sdsu.edu/student_affairs/internationalstudents/isorientationhomepage.aspx

3) Welcome events and orientations within the Biology Department will be posted on Biology's calendar, viewable on our department web site: <http://www.bio.sdsu.edu/>

These events include:

On **Friday, August 22nd** we will hold a doctoral 'new student' orientation from **12:30 to 5:00 p.m. at the Coastal and Marine Institute Laboratory (CMIL)**. This orientation is mandatory. Dr. David Lipsonl, Joint Doctoral Program in Ecology Coordinator, will give an overview of the Ecology Ph.D. Program including processes and requirements. Matt Malepeai, Student Affairs Officer, and Dr. Ted Grosholz, the GGE Chair from UC Davis will join us to provide additional information regarding UCD registration, policies, etc. The orientation will end with a question and answer period and a chance for one-on-one advising. This will be followed by a "Meet and Greet" BBQ and social at the SDSU Coastal and Marine Institute Laboratory.

Any new student who will be a Teaching Assistant is required to attend a New TA Orientation on **Friday, August 24th from 9:00 a.m. to 11:00 a.m. in the Life Sciences North 101 conference room.**

If you are a Teaching Assistant, the coordinator for your course is likely to schedule an orientation during the **week of August 21-25**. Check with the course instructor or office staff for additional information. You can also check the department calendar at <http://www.bio.sdsu.edu/>

Registration and Fees

You will have a registration date/time assigned to you and posted on your web portal account. You can register any time AFTER your registration appointment time. Please note that the last day to **DROP, ADD is September 10, 2018 @ 11:59pm, no exceptions.** Since your tuition fees are being paid by the program, please DO NOT PAY any registration/tuition fees. However, you must pay your mandatory campus fees of \$873.

Please work with your advisor to determine which courses you need to take to prepare you for your research, qualifying exam, and to fulfill any entrance deficiencies as required by UC Davis. Please let Jamie Rhine know which non research courses you plan on taking via email so she can determine how many research (Biology 897) units you will need. She will send you an email with registration information and the schedule numbers for the research units. Please note: New students may take a maximum of 12 units per semester their first year.

The fall 2018 class schedule is now available for viewing online. Please see the following website to access the course schedule: <https://sunspot.sdsu.edu/schedule/#>

The fall 2018 fee schedule can be viewed here (look for graduate fees):
<http://bfa.sdsu.edu/fm/co/sfs/registration.html>

PLEASE NOTE THAT THE FIRST DAY OF CLASSES IS **AUGUST 27TH**.

For those of you teaching:

If you will be teaching, you will receive additional pertinent information in a separate e-mail message from Dr. Robert Zeller. Please note that the first day of the fall semester is **August 22nd** and all TA contracts begin on this date. TAs must be available starting this date for preparatory work and lab meetings. A half-day TA orientation will take place on **Friday, August 24th from 9 to 11 a.m. in the Life Sciences North 101 conference room. This is a mandatory meeting** for those of you teaching.

In addition, the coordinator for your course is likely to schedule an orientation during the **week of August 22nd**. Check with the course instructor or check the department calendar at <http://www.bio.sdsu.edu/> for additional information.

First Year Joint Doctoral Students

Human Resources will send you an email letting you know the steps to complete your pre-employment requirements. Once you have satisfied the pre-employment requirements, you will receive an email from Jamie Rhine, letting you know when your TA contract is ready to be signed.

If you are a foreign student, you will also need to schedule an appointment with the Non-Resident Alien Tax Analyst to determine your tax residency status and file proper documentation prior to receiving your first paycheck. Further information will be provided to you when you sign your contract.

Returning doctoral students will NOT have to sign in at Human Resources again, but will be issued a new ID each year at the time you sign your contract.

Your Paycheck

Your stipend is divided into 12 equal monthly payments. Paychecks for a given academic year begin October 1 and end September 1 of the following year. If you wish, you may sign up for direct deposit when you check in at Human Resources. If you sign up for direct deposit you will receive your pay stub in your mailbox on paydays. Otherwise you must pick up your paycheck from Medora in LS 102 AFTER 3:00 pm on any payday. A payday card with exact paydays can be obtained from Human Resources directly or from their website at https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Shared%20Documents/Payroll_Calendar.pdf

Academic Calendar

The 2018/2019 Academic Calendar can be viewed here:

http://registrar.sdsu.edu/calendars/academic_calendars/fall_2018_academic_calendar

Immunization

The school does have an immunization requirement. If you do not meet this requirement after your first semester of study, you will not be able to register for your second semester. Please view the requirements here:

<http://shs.sdsu.edu/index.asp>

Parking and ID cards

If you will be driving to campus, you will need to purchase a parking pass. You will need to bring your TA contract to prove your eligibility to purchase a Faculty/Staff permit. Please see the details here:

<http://bfa.sdsu.edu/campus/parkingtrans/permits.aspx>. Tickets are given the first week of school, so please purchase the pass early!

Information about obtaining your student ID card can be found here. This should be the first thing you do when you come to campus.

<http://sdsucard.sdsu.edu/apply.htm>

<http://sdsucard.sdsu.edu/directions.htm>

Program Information

Information for Ecology Ph.D. students can be found online at: <http://www.bio.sdsu.edu/ecology>

Please feel free to contact Jamie Rhine JDPE Coordinator at sjrhine@sdsu.edu or Medora Bratlien at mbratlien@sdsu.edu or Dr. David Lipson dlipson@sdsu.edu with any questions or your advisor with any questions.

We look forward to seeing you soon!!

FINANCIAL SUPPORT & TEACHING REQUIREMENTS

The goal of the JDPE at SDSU is to fully support students (approximately \$18,654/year plus benefits) through a variety of sources for a minimum of five years. EXCEPT for the “Mandatory Campus Fees” (\$873 per semester), which are the responsibility of the Student directly. These fees cover, Student Body Association Fee, Student Union Fee, Health Facility Fee, Health Services Fee, & Instructionally Related Activity Fees and Library Service Fee.

Additionally, continuation of funding for a 6th year is contingent upon satisfactory progress towards your degree and availability of continued funding. Note: This information *replaces* the UC Davis Handbook section on Financial Information, which does not apply to Joint Doctoral Program students. JDPE funding beyond year 6 is not available.

TEACHING REQUIREMENTS

Students will be offered a combined Teaching Assistant/Graduate Assistant position for approximately \$18,654 per year paid over 12 months. On average, students are expected to teach the equivalent of four units per year (typically two 2-unit laboratory sections) or equivalent for this support. Students typically teach a double load (eight units) their first year to accommodate the year spent at UCD in which they do not teach. Students are considered to be employed full time in teaching, research, and classes during their nine-month, academic year position. The remainder of the appointment is for research release to assist the Major Professor in his/her lab. Students are required to function as a 25% GA for their UC Davis Mentor during the year at Davis. Please remember, less than one-third of your financial support is provided by your TA contract. The balance, two-thirds, is provided on average, by the University and your major professor. Please consider that you are supported both as a TA and as a GA (to assist in the lab of your major professor and on behalf of the University). In most cases this is synergistic with the student’s professional development. Students are obligated to continue making progress in their doctoral studies/research and assisting in the laboratory of their Major Professor during the summer time. Regardless of other sources of support, every JDPE student is required to teach at least four units as part of their Ph.D. program.

EXTERNAL FUNDING/ TEACHING BUYOUT

Grant support

Major Professors may contribute stipend support to reduce a student’s teaching commitment to the Biology Department. Currently, the buy-out amount for four units of teaching is \$6,834.00 plus fringe benefits (53.7% for 2017/2018) in order for the department to hire a replacement TA. This is processed by the Department JD Coordinator. Students and their Major Professor must notify the JD Coordinator, Department Coordinator, and TA Coordinator (currently, Robert Zeller) of any buy-out plans well in advance of the fall/spring semesters.

Fellowships

Every student without a major grant or fellowship is required to submit two national grant or fellowship applications (e.g. NSF, NASA, or DOE) per year for each of their first two years as a condition of continued financial support from SDSU. International students should consult with their Major Professor to identify funding opportunities for non-residents. If funds are received, they can be used as described above to buy out of the teaching obligation OR for supplies or travel to support their research.

FUNDING FOR MEETINGS AND RESEARCH

JDPE Funding

Proposals for research funding are submitted to the JD Coordinator and your Major Professor each fiscal year, which begins July 1. Submit proposals in September or January, depending on your research progress. These should be submitted by February of each year at the latest, as all funds need to be committed well before the end of the fiscal year. This should include any travel expenses anticipated in the execution of your research, lab supplies and equipment, and anything else deemed necessary by your Major Professor. Travel support will be contingent on filing a T2 30 days before travel date and approval of funding application. Note that a blanket T2 can be filed annually for regularly reoccurring field work. In preparing your budget, please consult with your Major Professor and the JD Coordinator. If you had support the previous year, you should include a summary of how the funds were used and what results were achieved.

You and your Major Professor must both sign the request. This process will provide experience in obtaining “mini-grants,” which can be listed on your *Curriculum Vitae* as “SDSU Doctoral Research Grant, 200__.” In addition, you will probably want to consult with your Major Professor and the Department Coordinator, to find out what is already available and to get current prices on items that need to be purchased.

College of Sciences Funding

The College of Sciences receives Instructionally Related Activities (IRA) funds to help support student travel to professional meetings to present the results of their research. In addition, a limited amount of these funds may be used for expenses or the purchase of supplies required for preparation for qualified research presentations (e.g., poster supplies, film developing, etc.). Applications for supplies must have a clear indication of where the abstract will be published or presented. A copy of the abstract to be submitted must be included.

The following are guidelines for requesting travel funds:

1. The student must be presenting a paper or poster at a national or regional meeting. Support

for only one student per paper or poster is permitted.

2. The student must submit an application to Estralita Martin in the Assistant Dean's Office (GMCS 321B). Applications will be considered two times during the year (beginning of November and April). Applications must include a copy of the submitted abstract.
3. Proposals will be approved pending acceptance of the research paper or poster. Funding will be activated after an acceptance letter is submitted to Estralita Martin (Assistant Dean's Office).
4. The amount of the award will vary depending on how many students apply and how much funding is available during the period in which the student applies. In the past the awards have ranged from \$50-\$150 for in-state travel and \$200-\$350 for out-of-state travel.

Applications are available in the Assistant Dean's Office (ext. 41204).

JDPE Funding Priorities

All support is contingent on satisfactory progress report being file in the previous May. The highest priority is the efficient and expedient completion of a quality Dissertation & published papers for your degree. Meetings that increase your exposure to US and international scientists and at which a paper or poster is presented are also of high priority. A request outside these categories may result in either partial or no funding.

Travel

1. To UCD for you and your Major Professor; travel to SDSU by your UCD research host.
2. To present dissertation research results at suitable international, national or regional meetings(invited or contributed)
3. To attend approved international, national or regional meetings

Note: It is difficult to prioritize international vs. national meetings; international meetings are evaluated on a case-by-case basis.

Research Related

1. Funds to conduct work under an approved plan that has been presented to the faculty or approved by the GC
2. Funds to conduct preliminary studies work that are approved by faculty
3. Page charges

Equipment

1. Ecological equipment for use by doctoral students and faculty in the course of dissertation-related research
2. Computers for support of dissertation research

3. Equipment to be used by the student and the Major Professor

Submitting Funding Requests to the JDPE

The probability of a request being funded will be increased by the following:

- A) A Clear and compelling proposal accompanying the request, including a statement of stating how the funding will promote the dissertation research, endorsed by the Major Professor.
- B) Evidence of an attempt to gain matching or supplementary funds, e.g., submission of a proposal to Sigma Xi or other sources of graduate research support

Note—it is not the intent to require matching funds, but to encourage submission of proposals.

All students must apply for at least two pre-doctoral fellowships during each of their first two years in the JD program to be eligible for continued mini-grant support. Be sure to add copies of these proposals to your portfolio. Travel support will be contingent on filing a T2 30 days before travel date and approval of funding application. Deadline for requesting supplies is April 1st.

Budgets for JDPE Funding Requests

Student Assistant

Student assistance is wages paid to a student who is hired on an hourly basis to help you carry out some essential but tedious task (e.g. weighing several thousand seeds, separating roots in soil samples, counting thousands of polychaete worms) or providing a field assistant in areas where it is unwise to work alone. If you are given an allocation for a student assistant, you must supervise the student, keep track of his/her hours, and turn in a time card to the Department Coordinator (Cecilia Arpallan, LS 104B) each month that he/she works (see Department Coordinator for details).

Travel

Your budget request for travel should be subdivided into appropriate categories:

- (a) Travel to field sites. Commonly, ecological research requires periodic trips to a field site. State vehicles are available for this purpose, but the cost of their operation is charged to the Doctoral Program. Therefore, an estimate of the amount of travel to field sites should be included in your research budget. The program budget usually is not adequate to reimburse students for meals or lodging. Reimbursement for these expenses should be discussed with your Major Professor. Check with your Major Professor to determine what camping equipment is available for your use.

- (b) Travel to scientific meetings. Doctoral students are encouraged to attend scientific meetings, especially to make oral or poster presentations of their research and to develop important new contacts and learn new methodologies. To the extent possible, funds will be made available for this purpose. Allowable expenses for scientific meetings include housing and meals while attending the meeting, registration fees, and transportation. The amount of funding available to each student varies considerably from year to year. Consequently, complete reimbursement for all expenses may not be possible. You should check with the JD Coordinator, before committing personal funds, such as purchasing an airplane ticket. The most “popular” meeting is more than likely the Ecological Society of America’s annual conference, usually held in August, just after the fiscal year begins.

- (c) Travel to UC Davis for the purpose of meeting with faculty members in preparation for your year of residence. We want your year at UCD to be successful, so you should include two trips to Davis in your first year budget (for orientation in September and in the spring semester to plan for your year at Davis in the second year). To help insure your success, entering JD students will attend orientation at Davis the year you arrive at SDSU (rather than the semester you go to Davis). This will give you an overview of the program at the beginning of your tenure. SDSU Major Professors should also attend. Students and Major Professors must meet with the student’s prospective UCD research host the semester before they plan to go to Davis (i.e. the spring semester before the fall they are to go to Davis). During this visit, you should meet with your UCD research host and discuss how you will assist in and interact with his/her laboratory. JD students in ecology are expected to assist UCD research hosts for up to 20 hrs/week during their stay at UCD (see below).

Request for JDPE Funding for (give academic year, semester)

(Your Name)

(year in program) year Joint Doctoral Student in Ecology

Major Professor/Advisor: (Name)

(This is the form when research funding is requested, scientific meeting travel. For committee meeting travel only, a simplified request can be made)

Tentative Title of Dissertation: (Title)

Introduction, objectives, hypothesis (Limit 500 Words)

Progress date (Limit 500 words)

Why is funding needed for JDPE? (i.e., is this a special need, or special opportunity, are no project funds available? Why is this a good investment and appropriate for the JDPE? Limit 200 words

What other funding is available (Limit 200 words)

Guidance Committee Form Filed (Date)

Progress Reports Filled (Dates)

Qualifying exam completed (give date completed or target date to be taken)

Overall budget for research for current year (Excel)

Budget request to JDPE (Excel)

Budget Justification (Limit 300 words)

Papers submitted or published (list)

Papers planned and target date to be submitted

Proposals (Indicate: Planned, Submitted or Awarded, Agency, Title, Year. Follow NSF Current and pending format). Note, all eligible students are expected to submit at least 2 proposals for each of the first 3 years, for fellowships and/or grants including NSF Fellowship, NSF Dissertation improvement award, or equivalent in addition to local, State and other applications. By signing this document, I agree to submit T2 30 days prior to travel and submit all purchase requests by April 1st.

Signature: _____

Date: _____

I support this application

Major Professor Signature: _____

Date: _____

Please attach unofficial transcript(s), most recent progress report and guidance committee report

TRAVEL

Before you travel...

If you are traveling off campus for work related reasons, you **MUST** complete a travel form (T-2) and submit it to the Graduate Programs Administrator in LS 135A **10 days prior to in-State and 30 days prior to out-of-State and foreign travel. You must complete a T-2 form even if you are not requesting reimbursement. If you are traveling outside of the country, your T2 must be accompanied by an FTIP** This rule applies to all employees of SDSU, including TA's and GA's. Forms: <http://bfa.sdsu.edu/financial/travel/forms.aspx>

This form is also used to request a travel advance. The requested advance should not exceed 80% of the estimated out of pocket travel. If you request an advance, you must also provide documentation of any expenses you have already incurred (conference registration, airline tickets) including a copy of your credit card showing the payments made (please black out personal information and other charges on your statement).

You will also complete a Biology JDP Student Request for Travel Support Form. This form must be signed by your director and turned in at the same time as your T2.

If you would like to purchase your airfare in advance and have it billed directly to SDSU, you may request prior authorization to book your flight through designated travel agencies (including Rancho San Diego Travel 619-670-7425 or carin@ranchosdtravel.com). Bring your completed T2 to the Biology office and when we've obtained authorization we will notify you that you may contact the travel agency to reserve your flight.

Note: A valid California driver's license, a Defensive Driving Certificate and proof of insurance are required of all SDSU employees who will be operating University vehicles, rental cars, or their own vehicle on University business. Classes for the Defensive Driving Certificate are offered each semester through Public Safety. You must also sign an Authorization for Release of Driver Record Information. Please see Jamie Rhine for authorization and vehicle usage. <http://police.sdsu.edu/dps/forms.aspx>

If you are driving a personal car for state business, you must submit an Authorization to Use Privately Owned Vehicles on State Business. <http://police.sdsu.edu/dps/forms.aspx>

Travel Expense Claim

When you return from your trip, you will submit a Travel Expense Claim <http://bfa.sdsu.edu/ap/forms.htm#travelforms>

While traveling, be sure to keep all receipts for expenses for which you are requesting reimbursement. If you are traveling by common carrier (airline, train, bus, etc.) you **MUST** keep your boarding pass as proof of travel.

You should also retain evidence that you attended the function you are traveling for (name badge, conference program, etc.). Submit your Travel Expense Claim along with receipts and supporting documentation immediately upon your return to the Graduate Programs Coordinator in LS 135A. The form must be completed accurately and thoroughly supported by appropriate documentation in order to assure timely reimbursement.

Under certain circumstances, the cost of meals may be a reimbursable expense. Please see the Travel Manual for specific details. The *maximum* meal allocations are currently \$10 for breakfast, \$15 for lunch and \$25 for dinner.

Please note that the cost of gas is not reimbursable. Instead, you will be reimbursed for mileage. If you submitted a reimbursement for a trip made via car, please include a Google Map (or a similar website's) printout of your trip that indicates the distance traveled. On the Travel Expense Claim, you will then calculate the reimbursed amount (\$54.5 per mile) using the mileage shown on the map.

If you need to drive a vehicle and the mileage exceeds the average cost of airfare, you will need to justify the additional expense. You can choose to be reimbursed for "gas in lieu of airfare" at a reduced rate if you chose to drive for personal reasons or convenience.

For multiple driving trips covered under a blanket T2 for an extended period of time, you must submit a Monthly Report of Official Mileage by Private Car with your Travel Expense Claim.

- <http://bfa.sdsu.edu/ap/forms.htm>
- TRAVEL [SDSU Monthly Report of Official Mileage by Private Car \[XLS\]](#)

Vehicle Rental

Under certain circumstances, you may find it necessary to rent a vehicle. SDSU currently has a contract with Enterprise Car Rental that offers rentals at a significantly reduced rate. If you choose another company, you will be responsible for the difference in cost between the rate you pay and the contract rate with Enterprise. For drop off and pick up within Southern California (south of San Luis Obispo) use this form to reserve a car after obtaining a purchase order number from the Department Coordinator in NLS 104B.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DB30G78

The Enterprise contract includes insurance in with the daily rate, so the comparison of Enterprise vs other rental companies might show Enterprise slightly higher. SDSU wants our employees to be covered, and Enterprise has lowered our daily rates, enough so that when insurance is included, the cost per vehicle is very competitive. If you rent through another company the additional cost of insurance is **NOT** a reimbursable expense.

Please refer to the complete manual on SDSU travel policies and procedures for more detailed information and to obtain the required forms electronically

<http://bfa.sdsu.edu/financial/travel/docs/TravelPolicy.pdf>

All travel forms may be obtained from the SDSU Accounts Payable web page under Travel Forms <http://bfa.sdsu.edu/financial/travel/forms.aspx>

Other notes

- Reimbursement and travel advance checks are sent to the address on file with HR. If you move you must contact HR to update your address in order for you to receive your checks! (x 619-594-6404)
- SDSU cannot directly reimburse UC Davis faculty directly for travel. Instead the faculty are reimbursed by UC Davis who then invoices us. If you have Davis faculty traveling to San Diego for qualifying exams or other business, please contact Walt and Matt Malepeai for approval and to make travel arrangements.
- When submitting a travel expense report, please tape your receipts to plain white paper. Make sure to include proof of payment including credit card statements with the reimbursable purchase highlighted.
- Please remember that you cannot just claim the maximum meal allowance during your travel. While you don't need to submit meal receipts, these charges are meant to be actual expenses. The form will be returned if you just claim the maximum meal allowance.

SUPPLIES AND EQUIPMENT

You may purchase supplies for your research if you have obtained approval from the JD Coordinator or designee. Deadline to submit requests is April 1st. Please route your requests through the Department Coordinator, Cecilia Arpallan first. This is necessary for two reasons: we may have supplies in storage or have contracts with vendors who will give us a discount. Ordering of supplies and equipment should be done through Cecilia. Reimbursements for personal expenses must be pre-approved.

Requisitions: Most supplies are obtained using a Purchase Order. A PO can be generated by submitting a requisition to the Department Coordinator. Important points to include are:

- Vendor Name, address, phone and fax number.
- Item description with catalog number.
- Quoted price, name of person quoting and the date of the quotation. If you have a written quote, include a copy with your requisition.
- Location for delivery, date needed.

When obtaining a price quote, take care NOT to place the order at that time. Indicate to the supplier that you are only asking for pricing information. Otherwise, the order could be duplicated and the extra shipping costs and restocking fees will be deducted from your budget. You should also ask the supplier about the cost of shipping, including any extra charges for hazardous materials, dry ice, or fuel surcharges. Orders for radioisotopes must be pre-approved by the Office of Laboratory Animal Care (OLAC and/or the Radiation Safety Office).

A routine order is normally placed within 5-7 working days. If you require delivery in a time frame of less than two weeks, please clearly indicate the order is a RUSH and every effort will be made to expedite your order.

Reimbursements: It may occasionally be necessary to purchase items in an emergency or while you are working in the field. **THIS IS HIGHLY DISCOURAGED**, so make every effort to plan ahead. If you make a purchase with your own money that is less than \$50, complete the attached Small Dollar Reimbursement form, include the original receipt, sign the form, and turn it in to the Department Coordinator in LS 135 A. A check will be mailed to the address you provide on the reimbursement form.

If your purchase exceeds \$50 we will create a purchase order for your reimbursement, which will be reviewed and processed by Contract and Procurement Services. Your requisition form should include a justification of why it was necessary to make the purchase without going through the normal purchasing channels. Include your original receipts and a credit card or checking account statement showing the applicable charge. Please do not use cash as a means of payment. Accounts Payable requires proof of purchase and payment in order to reimburse you. You should use a permanent marker or correction fluid to obscure your account number.

Remember:

- Only original receipts are acceptable. **NO COPIES.** If you do not have a receipt a copy of the front and back of a cancelled check is allowable.
- Only purchased items used in field or lab work are acceptable; travel, transportation and food receipts will not be accepted, as they are handled through a separate travel process.
- Receipts from prior fiscal years will not be honored. The fiscal year is July 1 through June 30.
- All expenditures **must be pre-approved.**

Even though the end of the fiscal year is June 30th, the deadline for purchasing is the end of May. The early deadline is imposed by the university to allow purchase orders to be processed and items delivered prior to the end of the fiscal year. In addition, the State sometimes imposes an earlier “freeze” on purchasing when it appears that a budget deficit may. Therefore, make sure you submit purchase order requests early in the spring semester.

If you find that you have underestimated the funds necessary to carry out your research, don't hesitate to discuss the problem with the JDPE Coordinator. Although there is no assurance that additional funds will be available, we can often help. On the other hand, if you need less money than you were allocated, please let the Coordinator know as soon as possible so the funds can be reallocated for another use.

Please note the Biology Department contact for purchasing is:

Jamie Rhine, please submit all your requests to her for processing and tracking first. Then the purchase will be completed by Cecilia Arpallan.

UC DAVIS CONNECTION

The Year at UCD

All students must spend an academic year on the UC Davis campus. Usually this is the second year of residency, although occasionally it is the first year. It is very important to let the GGE Graduate Program Coordinator know the quarter you plan to register at UCD. Unless otherwise approved, your record will be activated at UCD in order for you to register at UCD in your second year. Having the “Davis experience” early in your training is important if it is to be most beneficial to you. Postponement of this requirement beyond the second year requires an exception to policy.

A major objective during your year at Davis is fulfilling the program of study of the JDPE as described in the Curriculum section of the UCD “New Student Handbook of Degree Requirements” (it is very important that you review this information carefully). In addition, this is your opportunity to become acquainted with UCD faculty members, some of whom will serve on your qualifying exam and dissertation committees.

The Graduate Group in Ecology hosts an orientation for new graduate students the year they are at UCD, which you will attend the first semester of your residency. This will provide you with an overview of the program from the beginning of program of study. Students should be accompanied by their Major Professor. When you start your first quarter at UCD, you are considered to be “new” and are encouraged to attend this orientation again. Many important, practical topics are covered. You will be notified of the date, time and location of the UCD orientation via e-mail from the GGE Graduate Program Coordinator.

While at Davis, your Major Professor will continue to provide mentorship and work with you to provide guidance for financial support. Your Guidance Committee will be composed of: 1) your Major Professor who serves as the chair of your Guidance Committee and Dissertation Committee, 2) the UCD Area of Emphasis Adviser, and 3) a second UCD faculty member who will serve as the third member of your Guidance Committee and who also serves as your UCD host. There are no specific rules regarding how this person is selected, though the choice will generally be made with the advice and concurrence of your Major Professor. We encourage you to talk to UCD faculty members about their research interests when you go to Davis for orientation, and begin to determine who might be willing to serve as your UCD host. We also encourage your Major Professor to accompany you on this visit.

During your year at Davis, you will not have any teaching obligations. However, you are expected to assist your Davis host in a graduate/research assistant (Graduate Student Researcher-GSR) capacity, such as helping with fieldwork, processing samples, or data analysis. This will not only give you more insight into the field of ecology but will help repay the Davis host for assisting JDPE students. In the best of circumstances, you can develop a working relationship that is in your best interest as well as that of your Major Professor and Davis host. A joint publication would be a laudable outcome of your year at UCD.

JDPE students are therefore expected to assist UCD Hosts in their research for up to 20 hrs/week. The number of hours and the responsibilities at UCD should be discussed and agreed

to by your Major Professor, and your UCD host in the semester before you go to Davis. In some cases, the course load while at UCD may prohibit this level of time commitment. Your Major Professor and UCD host must agree on any reduction to the GSR commitment. (Discuss this section with your UCD host, and give a copy of this section to him/her). In the ideal case, the student will work in an area that combines the research interests of the student, the UCD host, and your Major Professor. This collaboration is highly encouraged, as is the subsequent publication of joint paper(s) resulting from this GSR experience. The JD Coordinator must approve the plan for the GSR at Davis.

JOINT DOCTORAL PROGRAM DEGREE REQUIREMENTS

Completion of Joint Doctoral Program degree requirements requires the joint satisfaction of both the SDSU degree requirements, as described in the *Bulletin of the Graduate Division*, and the UCD degree requirements, as described in the “New Student Handbook of Degree Requirements”. However, some issues have been identified that are particular to the *joint* nature of the JD program. These are listed below:

1. Composition of Qualifying Exam and Dissertation Committees

UCD Graduate Council guidelines for Joint Programs between CSU campuses and UCD campus establishes that the QE and Dissertation committees, "shall normally be composed of at least four Joint Graduate Group members, two from the CSU campus and two from UCD. Under exceptional circumstances, and upon approval of both graduate authorities, the Joint Doctoral Committee may include one member from outside the Joint Graduate Group or from another university."

The UCD “New Student Handbook of Degree Requirements” section on “Thesis, Qualifying Examination, and Dissertation Committees” does not state this requirement. However, students who assemble Qualifying or Dissertation committees consisting solely of UCD faculty are *not* compliant with Joint Doctoral Degree Requirements.

2. Format of Dissertation

It is your responsibility to check the UCD Dissertation format requirements. Please refer to <http://ecology.ucdavis.edu/resources/phddegreerequirements.html>

