



University Human Resources

MEMO TO: UUP-Represented Full Time/Part Time Faculty, Professionals and Librarians

FROM: Mark Coldren, Associate Vice President, Human Resources
Raymond Dannenhoffer, UUP Health Sciences Chapter President
Thomas Tucker, UUP Center Chapter President

DATE: October 3, 2016

SUBJECT: *UUP Individual Development Awards Program*

APPLICATION DEADLINE: **Tuesday, November 29, 2016**

SUBMIT APPLICATION IN THE FORM OF A SINGLE PDF FILE VIA EMAIL TO:

Buffalo Center Chapter employees: ub-IndividualDevelopmentAwards@buffalo.edu

Buffalo Health Sciences Chapter employees: buffalohsc@uupmail.org

The Governor's Office of Employee Relations (GOER) and United University Professions (UUP) are pleased to announce the availability of the Individual Development Awards provided for and funded under the UUP 2011-2016 Agreement. The purpose of this awards program is to assist eligible full time and part time SUNY employees in developing their full professional potential with an emphasis on preparing for advancement.

The 2016-2017 Individual Development Awards Program provides a maximum individual award of up to \$1,000, subject to the State Comptroller's Rules, Regulations and Limitations, contained therein. The committee strives to distribute funds appropriately to all applicants who meet the criteria and provide a complete application.

Incomplete applications will not be considered for an award. Please use the checklist on the next page to ensure completeness and document submission order. Please note that there is no guarantee of an award, and applications may be partially funded; therefore, applicants should consider additional funding from other sources as well. **If you are awarded, you will receive notification with submission instructions. This award period covers activities that take place during the period July 2, 2016 through March 31, 2017 and are completed by March 31, 2017.** Applicants may submit one project or activity per award period. The award is for the project/conference/activity requested and **is not transferable**. Applications for group projects that improve the quality of campus work life are permitted, with the limitation that the total amount requested may not exceed \$1,000 per group member. List group member's name on the application and identify multiple people attending the same conference.

Prior to completing the application, review the Program Guidelines and read the Application [Instructions](#). The guidelines provide information concerning the types of projects and activities supported under this program. The application instructions provide directions on filling out the online application which includes the Budget Summary.

Below are links to the Program Guidelines, Application Instructions and the application:

Program Guidelines: <http://nysuup.lmc.ny.gov/development/individual.html>

General Program Guidelines: <http://nysuup.lmc.ny.gov/resources/info.html>

Application Instructions: http://nysuup.lmc.ny.gov/resources/application_instructions.html

Application form: http://nysuup.lmc.ny.gov/uup/uup_form.cfm

Applications and accompanying documentation must be received via email **in the form of a single PDF file** at the email addresses above on or before 5:00 p.m., Tuesday, November 29, 2016.

NOTE: ONLY THE APPLICANT'S SIGNATURE IS REQUIRED FOR THE INDIVIDUAL DEVELOPMENT AWARDS PROGRAM APPLICATION. IF THIS FORM IS RETURNED ELECTRONICALLY FROM YOUR UNIVERSITY EMAIL ACCOUNT, NO HARDCOPY SIGNATURE IS REQUIRED.

Supporting Documentation Checklist:

The following is a checklist provided as a guide to materials that must be submitted along with the completed application. Also include the travel, research support, and training stipend information mentioned below as appropriate. Please submit the single PDF document in the following order:

- ☐ Application form
- ☐ A two page bio sketch or resume.
- ☐ A description of the project or activity including:
 - ☐ Type of event, event site and sponsor.
 - ☐ Whether the employee is presenting a paper or formally participating. If presenting a paper, the title of the paper and nature of the presentation must be provided. Identify multiple people attending the same conference.
 - ☐ Letter of acceptance of the paper, poster or other proposal. If acceptance is pending, the Campus Professional Development Committee should be notified of receipt as soon as possible.
 - ☐ How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement.
- ☐ A statement indicating the amount of departmental funds available for the project or activity. If none are available, please provide an explanation.
- ☐ A list of any other grant support for the project or activity.
- ☐ A brochure, announcement or other relevant material describing the project or activity. If material is not yet available, please send information as soon as possible.
- ☐ Details and justification for travel expenses including the type of travel, cost of travel and cost of lodging per night.
- ☐ Any other supporting documentation.
- ☐ Budget Summary (Part C of the application). Provide expenditures to be incurred to complete the project or activity. Please refer to *Part C: Budget Summary* of the application instructions to complete this section. NOTE: "JLMC Funds" on the Budget Summary refers to the amount being requested from the Individual Development Awards Program.

The anticipated timeframe the awards will be announced is February, 2017. Successful awardees will receive an email which will include their award account number, amount of award and information on how to be reimbursed. Please do not send receipts with the application. These should be submitted along with reimbursement forms if award has been granted.

Questions concerning this program may also be directed to:

Human Resources: ub-IndividualDevelopmentAwards@buffalo.edu or (716-645-5347)

Buffalo Health Sciences Chapter employees: buffalohsc@uupmail.org or (716-829-2505)

cc: President Satish K. Tripathi
Provost Charles F. Zukoski
Vice Presidents
Deans
Directors

Chairs
Department Heads
Committee Members
Mrs. Kristen LaBerta, UUP Center Chapter Office
Ms. Michelle Lewis, UUP Health Sciences Chapter Office