Instructions for Completing the Fillable PDF Application for NYS/UUP JLMC Funds

IMPORTANT NOTE: Prior to filling out the application, open the application and save it to your files.

Before filling out the application, please review the guidelines for the program to which you are applying.

PART A: APPLICANT INFORMATION

- Fill out the required information about yourself.
- Indicate whether the participant is full-time or part-time.

PART B: PROPOSAL INFORMATION

Section 1
Date of proposed project or activity.

Section 2.A
Title of project or activity

Section 2.B
A brief summary of the project or activity in 250 words or fewer must be provided. Do not enter "see attached." Although additional information pertaining to the project or activity may be attached, it should not be in lieu of a brief summary.

Part C: Budget Summary

Complete only those sections that are applicable to your project or activity and specify the type of expenditure for each item. All expenditures must be itemized and justified in the Expenditures column below. The calculations for your expenditures are done for you and will be represented within the NYS/UUP/JLMC column. If you received funding or reimbursement for any of your expenditures, please list the funding amount in either the Campus Contribution (reimbursement from department/budget) or Other Sources* (personal funds, award, grant, etc.).

The total of the NYS/UUP JLMC column should not exceed the maximum award of $1,000.00. Enter expenses for all categories related to the project or activity that are permitted by the program guidelines. Leave blank any categories for which funding is not being requested.

Section 1. Travel and Related Expenses
If the proposed project or activity requires more than one trip, include a separate entry for each additional trips.

Section 2. Tuition (at the SUNY rate)
Tuition Expenses must be at or below the SUNY rate for the type of course: undergraduate courses will be reimbursed at the SUNY undergraduate rate and graduate courses will be reimbursed at the applicable SUNY graduate rate.

Section 3. Registration for conference, seminars or workshops
Provide the name of event and cost associated with attending.

Section 4. Other Expenses (Describe and specify the amount requested)
List expenses related to the proposed project or activity that are in addition to those already included in the Budget Summary. A specific justification for these "Other Expenses" must be provided. A statement such as "needed for the project" is not an acceptable justification.

PART D: Required Attachments

Check that all required attachments listed on the application are being included with the application. The application will not be processed without the required attachments. Check the acknowledgment section.

Signatures
THE INDIVIDUAL DEVELOPMENT AWARDS PROGRAM APPLICATION DOES NOT REQUIRE A SIGNATURE IF RETURNED ELECTRONICALLY USING YOUR UNIVERSITY EMAIL ACCOUNT.

Submitting Applications
Send the Individual Development Awards Program application, with required attachments, to your Campus Professional Development Committee. DO NOT send Individual Development Awards Program applications to the NYS/UUP JLMC staff.