

UUP INDIVIDUAL DEVELOPMENT AWARD (IDA)

Questions & Answers

PLEASE READ PRIOR TO STARTING THE IDA APPLICATION

RETRO APPLICATION

APRIL 1, 2023 TO JULY 1, 2023

When are the applications due?

All applications are due no later than **Friday, December 8, 2023 at 4pm**. There will be no extensions.

How do I submit my application?

Applications must be submitted directly to the UUP office (Room BSB 2-71P) or email at BrooklynUUPIDA@gmail.com. Please answer all questions or write "N/A". Keep in mind that incomplete applications will not be considered.

What is the activity period?

The activity must occur within the period of:

APRIL 1, 2023 to JULY 1, 2023

What is the Maximum award amount?

The maximum award amount for the Individual Development Awards for each cycle is **\$2000**. The actual award reimbursement amount is based on the total number of members applying and the receipts that are submitted. Your reimbursement may be less than the amount that you request.

What are the eligible activities?

- Registration fees, travel and related expenses (including lodging and meals) for conferences, seminars or workshops related to your job or the SUNY mission.
- Tuition (not covered by the UUP/SUNY tuition waiver) for courses related to your job or the SUNY mission at the maximum allowable SUNY rate at the time of application. University fees are not reimbursable. Any course submitted on an application that is covered by a tuition waiver will be rejected.
- Courses related to preparing for maintaining licensure. Licensure exam fees are not eligible. However, there is a special program for 1st time licensure preparation known as **CLEFR**. 1st time licensure applicants should apply to that program instead. For more information visit: <https://goer.ny.gov/nysuupclefr>
- Basic, applied, or historical research projects.

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- Curriculum or instructional material development.
- Preparation of material for publication.
- Grant proposal development.
- Artistic or creative endeavors related to your job or the SUNY mission.

What activities are NOT eligible?

- Educational fees related to tuition or program enrollment
- Book and supplies
- Research/ laboratory supplies
- 1st time licensure preparation – **APPLY TO CLFER**
- Exam fees for licensure
- **Courses covered by UUP/SUNY Tuition waiver**
- Journal fees
- Third party research payments

If I'm approved, how do I get the money?

The award is in the form of a reimbursement. You have to pay for the eligible activity first and then submit the required supporting documents when requested.

Will I receive a check?

No. All awards are distributed via direct deposit unless you are separated from the institution after you have been approved. In that case, you may receive a check. All current employees will receive direct deposit.

Does the payment come in direct deposit with my salary?

Payments are processed on a rolling basis and will probably not show up in the same deposit as your regular pay.

When will I be notified of my status?

You will be notified as soon as the NY Governor's Office of Employee Relations (GOER) has completed their final audit of the applications which may be sometime between late March and mid-April.

When will I receive my reimbursement?

Vouchers are processed on a rolling basis and can take several weeks. Incomplete vouchers or packets that are missing supporting documents will be delayed or returned.

Who do I contact if I have further questions?

Please contact the UUP office at 718-270-1519 or send an email to brooklyn@uupmail.org