Dear Members and Employees in the UUP Bargaining Unit:

 Below is information regarding the Individual Development Awards (IDA) program this year. If you have questions, please contact Elaine Anderson at uup@geneseo.edu.

* **OVERVIEW**

 The [State of New York/United University Professions Joint Labor-Management Committees](https://goer.ny.gov/grant-opportunities) (JLMC) have announced the allocation of funds for the IDA for July 2, 2021 through July 1, 2022. For 2021/22 a total of $48,265 has been allocated to SUNY Geneseo.

 This year there are some changes to the IDA application and award process. Those are described in the **APPLICATION PREPARATION**, **APPLICATION SUBMISSION** and other sections below.

Unreimbursed costs for previously completed projects within the July 2, 2021 to July 1, 2022 period can qualify for reimbursement.

 Please Note**:** Awards are intended to reimburse individual UUP represented employees for expenses they incurred. Campus departments cannot be reimbursed.

 **The maximum amount that can be awarded for each employee under this program is $2,000. Employees may be funded for up to two projects or activities, not to exceed a total of $2,000 for the period of July 2, 2021 to July 1, 2022.**

 The award period covers professional development activities commenced on or after July 2, 2021, and completed on or before July 1, 2022.

* **FUNDING PRIORITIES**
* **Projects from part-time employees;**
* **Projects from Professionals;**
* **Projects from those who have not previously received IDA reimbursement;**
* **Early career development;**
* Proportional distribution between faculty, professionals, and librarians;
* Faculty or staff presenting research papers, posters, or juried exhibitions;
* Faculty in fields with rapidly changing technology attending workshops/conferences to keep skills current;
* Job-related skill enhancement workshops or training institutes;
* Continuing education related to job responsibilities;
* **APPLICATION PREPARATION**

 1. You **must use** the **JLMC IDA fillable pdf form** here in the [IDA Application](https://goer.ny.gov/individual-development-awards-program-application).

 2. **Within the JLMC IDA** **form itself**, you must:

 i. Provide a very short project title;

 ii. Briefly describe in 250 words or less the project including all of the following;

 a. Type of event, event site, and sponsor;

 b. If applicable, whether the employee is presenting a paper or formally participating;

 c. How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement.

 iii. Provide the entire Project Budget Summary

 iv. A list of other grant support for the project or activity.

 3. Provide the following **pdf supplements** along with the JMLC IDA form application

 i. An updated and brief curriculum vitae;

 ii. If presenting a paper, a letter of acceptance of the paper or a notice of pending acceptance;

iii. A brochure, announcement, or other relevant and brief material associated to the project or activity;

**4. You do not need to sign the application. Please type your first initial and last name along with the date entirely in the date field, e.g., "J. Doe 12.29.21."**

* **APPLICATION SUBMISSION**
 All application files should be in pdf form. The official application and the associated pdf supplements **must be submitted electronically via email to Elaine Anderson at** uup@geneseo.edu. Please include your last name in the file names of all pdf documents within your application packet and include the phrase "IDA Application" in the subject header of your submission email.

 **All completed applications must be received by February 14, 2022** **to** receive full consideration. If any required information is missing or does not fully describe the project or activity and expenses, funding will not be considered until it is provided.

 Completed applications received after February 14, 2022 will be considered on a rolling basis and will be evaluated, individually, in theorder of their submission date until funds are exhausted.

* **EMPLOYEE ELIGIBILITY REQUIREMENTS**

 **All part-time and full-time employees** in the UUP bargaining unit at the time of the award and during the dates of the projects or activities **are eligible.**

 **Additionally**, part-time employees, not formally in the UUP bargaining unit over the summer, who meet the eligibility for 26-weeks coverage for health benefits, and are eligible for health benefits during the summer, **will also be eligible for funding for a project or activity that occurs during the summer**, even if they are not on the payroll during the summer.

 The Individual Development Award Committee **is required to dedicate a minimum of 15% of the funds allocated (~$7200) to part-time employees**. If applications from part-time employees amount to less than 15% of the total funds, then the remainder from the set aside amount can be reallocated to awards for full-time employees.

* **TYPES OF ELIGIBLE IDA PROJECTS OR ACTIVITIES**

 Projects or activities must fall within the following categories:

* Registration fee(s) for conferences or workshops;
* Travel and related expenses (includes lodging and meals);
* Basic, applied or historical research;
* Curricular or instructional material development;
* Workshop, seminar, internship, or course work not covered by Contract Article 49, Program for Tuition Assistance or SUNY tuition waiver. Tuition is at the maximum allowable SUNY rate at the time of application;
* Preparation of material for publication, excluding editorial services for publication;
* Grant proposal development;
* Artistic or creative endeavors;
* Other work-related professional development projects or activities.
* **IDA EXPENDITURE LIMITATIONS**

 NYS/UUP JLMC funds may not be used for the following:

* Overhead payments to third parties for administering the project or activity;
* Supporting the cost of fringe benefits;
* Membership fees;
* Extra-service payments, payments to reimburse a campus for employees' time, or payment to employees to assist with or to attend a project or activity;
* Payment to research assistants or research subjects;
* Purchasing food for conferences, seminars, workshops, or any other events
* Purchasing or renting equipment;
* Purchasing consumable, or non-consumable supplies, including computers, and laptops
* Purchasing furniture;
* Payment for using space on or off campus;
* **IDA PROGRAM INFORMATION**

 Here is the link to [IDA Guidelines](https://goer.ny.gov/individual-development-award-program-guidelines).

 This program is intended to assist employees in the UUP bargaining unit to develop their full professional potential and to prepare for advancement by funding professional development activities.

 In accordance with program guidelines, the Individual Development Award Committee will review applications, taking into consideration whether proposed activities will enable applicants to meet one or more of the criteria specified in the SUNY Policies of the Board of Trustees Article XII - Evaluation and Promotion of Academic and Professional Employees:

* Title A. Evaluation of Academic Employees, §4. Criteria (a) – (e);
* Title B. Promotion of Academic Employees, §2. Criteria (a) – (e); or
* Title C. Evaluation and Promotion of Professional Employees §5. Criteria (a) – (e).
* **Notification of Awards**

 Applicants will be notified of award decisions by May 15, 2022, subject to change depending upon receipt of approval or denial of applications by the NYS/UUP JLMC.

* **Reimbursement Procedure**

 Reimbursement of actual expenditures will be handled through theSUNY Geneseo Accounting Office. Awardees will be provided reimbursement information in the award notification letter.

 Award recipients must submit New York State vouchers and original receipts within 30 days of the completion of the project or activity, or within 30 days of award notification if the funded project or activity has already been completed. Award recipients who are unable to complete a project as planned must notify the Individual Development Award Committee as soon as possible. Failure to notify the committee may result in the applicant's ineligibility for future awards. Vouchers and receipts not submitted in a timely manner will result in forfeiture of entitlement to reimbursement.

 All funds must be spent by July 1, 2022.

* **JLMC-Campus Individual Development Award Committee**

 Committee members are Christa Aldrich, Kathy Atts , Rob DiCarlo, Glenn Geiser-Getz, Anthony Macula, Elizabeth McManus. The committee's role is to review the applications and determine those that are being recommended for funding and then forwarded to the NYS/UUP JLMC for their review and final decision.

Sincerely,

Anthony J. Macula
on behalf of the IDA Committee