

Individual Development Awards Program

Program Guidelines

The Individual Development Awards Program is the largest of the NYS/UUP JLMC programs. The Campus Professional Development Committee administers the Individual Development Awards Program on each campus, including establishing application deadline dates, reviewing applications, making an award, and notifying applicants.

Objective

The Individual Development Awards Program is designed to support a variety of professional development projects or activities by assisting eligible employees to develop their full professional potential and to prepare for advancement. Employees who accrue annual leave are not required to charge those credits for any project or activity funded by an Individual Development Awards Program.

The types of support available include:

- Registration fees for conferences or workshops.
- Travel and related expenses (including lodging and meals).
- Tuition at the maximum allowable SUNY rate at the time of application.

Funding

The Individual Development Program is funded through labor-management funds negotiated under Article 21, Statewide Joint Labor-Management Committees of the Agreement between the State and UUP. Proportional allocations are assigned to each Campus Professional Development Committee based on the number of UUP-represented employees on a campus. The Campus Professional Development Committee is required to dedicate a minimum of 15% of the funds allocated to their campus 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. On campuses where more than 35% of the employees are part time, the Campus Professional Development Committee should consider increasing the portion of funds set aside for part-time awards.

Awards

- 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.

Eligibility

- Full-time or part-time employees.
- Full-time employees must be in the bargaining unit at the time of the award and during the dates of the projects or activities.
- Part-time employees who meet the eligibility tests 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 proposed projects or activities must:
- Enable the employee to meet one or more of the criteria specified in the following SUNY Policies of Board of Trustees: 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), of Article XII Evaluation

and Promotion of Academic and Professional Employees, of the Policies of the Board of Trustees.

- Meet particular areas of interest or activities within the categories eligible for support as identified by the Campus Professional Development Committee.
- Projects or activities must fall within the following categories:
 - Basic, applied, or historical research.
 - Curriculum or instructional material development.
 - Workshop, seminar, internship, or course work not covered by Article 49, Program for Tuition Assistance or SUNY tuition waiver.
 - Conference participation or attendance.
 - Preparation of material for publication.
 - Grant proposal development.
 - Artistic or creative endeavors.
 - Other work-related professional development projects or activities.

Descriptions of the projects or activities 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.
- A letter of acceptance of the paper being presented or other proposal. If acceptance is pending, the Campus Professional Development Committee should be notified of its receipt as soon as possible, but no later than two weeks prior to the dates of the projects or activities.
- How these projects or activities will further the employee's professional development or otherwise assist in preparing for advancement.
- A brochure, announcement, or other relevant material describing the projects or activities. If material is not yet available, information should be sent as soon as possible but no later than two weeks prior to the date of the project or activity.
- A list of other grant support for the projects or activities.

Application Deadlines

The date for submitting a completed application with attachments is determined by the Campus Professional Development Committee. The decision to fund an application is at the discretion of the Campus Professional Development Committee.

Application Process

General Program Information

The [General Program Information](#) section provides information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgment of committee funds, expenditure limitations, reimbursement of expenditures, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out, print, and sign the Application.
3. Send the Application with required attachments listed below to the Campus Professional Development Committee.

Required Attachments

- An updated brief curriculum vitae.
- Additional information may be requested by the Campus Professional Development Committee.

Program Evaluation

There is no requirement to submit a Program Evaluation to the NYS/UUP JLMC office. Each Campus Professional Development Committee determines the type of evaluation to be submitted to the Campus Professional Development Committee upon completion of the projects or activities.



**NEW YORK STATE/UNITED UNIVERSITY PROFESSIONS
JOINT LABOR-MANAGEMENT COMMITTEES**

Individual Development Award Program Application

This application must be completed for consideration for the Individual Development Award Program. Prior to completing this application, read the Individual Development Award [Program Guidelines](#) and review the Application [Instructions](#). Before filling out this application, save it to your files. After filling out this application form, print it, obtain the required signatures and submit it, with all attachments, as directed at the bottom of the form. Be advised that an incomplete application will not be considered.

PART A: APPLICANT INFORMATION

Name _____ Title/Rank _____

Email _____ Work Phone _____

Division/Program/Department _____

Work Address _____

Campus _____

Professional ____ Academic ____ Full-time ____ Part-time ____

PART B: PROPOSAL INFORMATION

Date of proposed project or activity: From: _____ To: _____

2. A. Project or Activity Title: _____

2. B. Briefly describe the proposed project or activity and its job relatedness in 250 words or fewer.

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. The total NYS/UUP JLMC funds for your expenditures are calculated for you. All expenditures must be itemized and justified below. If you received additional funding, please list the amount in the Campus Contribution (reimbursement from department) or Other Sources* (personal funds, award, grant, etc.). 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. A separate Budget Summary must be completed for each project or activity for which funding is being requested.

Project/activity date(s): From: _____ To: _____

| Expenditures | Amount Requested From | | |
|---|-----------------------|----------------|--------------|
| | Campus Contribution | Other Sources* | NYS/UUP JLMC |
| 1. Travel and Related Expenses. Include a separate entry for each trip. | | | |
| A. Lodging: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Meals: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Transportation Mode _____ Amount _____ Location: From: _____ To: _____ _____ | | | |
| B. Lodging: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Meals: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Transportation Mode _____ Amount _____ Location: From: _____ To: _____ _____ | | | |
| C. Lodging: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Meals: Amt./Day _____ No. of Days _____ Total _____ Dates: From: _____ To: _____ Location: _____ Transportation Mode _____ Amount _____ Location: From: _____ To: _____ _____ | | | |

| Expenditures | Amount Requested From | | |
|--|-----------------------|----------------|--------------|
| | Campus Contribution | Other Sources* | NYS/UUP JLMC |
| 2. Tuition (at SUNY rate). Specify Institution: _____ No. of Credits: _____ Amount: _____ | | | |
| 3. Registration fees for conferences, seminars, or workshops. Specify. Name of event: _____ Fee Amount: _____ | | | |
| 4. Other Expenses: Describe and Specify ** Description: _____ Amount: _____ | | | |
| TOTAL REQUESTED | | | |

Identify Other Sources:

*Justification for Other Expenses:

PART D: REQUIRED ATTACHMENTS

All required attachments listed below must be submitted with the application

___ A description of the proposed 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.
- A letter of acceptance of the paper being presented or other proposal. If acceptance is pending, the Campus Professional Development Committee should be notified of its receipt as soon as possible.
- How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement

___ An updated brief curriculum vitae.

___ A brochure, announcement, or other relevant material describing the project or activity. If material is not yet available, information should be sent as soon as possible.

ACKNOWLEDGEMENT AND SIGNATURE

I have read the Individual Development Award program guidelines and understand that only documented expenditures pursuant to the procedures described in the program guidelines and approved by the statewide Professional Development Committee will be reimbursed. I understand that expenditures will be reimbursed subject to the New York State Comptroller's Rules and Regulations. I understand that any changes to this project or activity must be approved by the Campus Professional Development Committee. I also understand that the NYS/UUP Joint Labor-Management Committees must be acknowledged as a source of funding.

Applicant Signature

Date: _____

DO NOT SUBMIT YOUR APPLICATION TO THE NYS/UUP JLMC STAFF.

Submit completed application and all required attachments pursuant to the deadline date specified in the Individual Development Award Program Guidelines to:

Campus Professional Development Committee

For information on where to submit this application, contact the UUP Chapter President or Human Resources on campus.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, sexual harassment, disability, predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence, pregnancy-related conditions, prior arrest records, youthful offender adjudications and sealed conviction records, and previous conviction records and any other status or condition protected by law.