

New York State/United University Professions Joint Labor-Management Committee Individual Development Awards (IDA)

IDA awards are one way in which **full or part-time** employees can support their professional development/activities. Any member of the bargaining unit (faculty and professional employees) can apply.

We have not yet received our allocation for 2025-2026, but we know, contractually, that these awards will be available.

We have divided the year into two cycles.

Cycle #1 includes activities between July 1 and December 31, 2025. Applications for funding of activities during that period are due by **October 17**.

Cycle #2 includes activities between January 1 and June 30, 2026. Applications for funding of activities during that period are due by **March 15**.

Late applications will be considered at the end of Cycle 2 only if funds permit.

After our committee reviews applications, we forward our recommendations to the UUP Joint Labor Management Committee (JLMC) for final approval. Once applications are approved by JLMC, applicants will receive an email notification.

As per the guidelines provided by the UUP IDA Joint Labor-Management Committee website, proposed projects/activities, which support professional development, can include:

- Basic, applied, or historical research
- Curriculum or instructional material development
- Workshop, seminar internship or course work not covered by the Tuition Assistance program or SUNY tuition waiver
- Conference participation or attendance
- Preparation of material for publication (including article processing charges)
- Grant Proposal development
- Artistic or creative endeavors
- Other work-related professional/scholarly development projects or activities

Employees may be funded for up to two projects or activities, not to exceed a total of \$2,000.

The exact dollar amount awarded will be determined based on the number of applications received. **That is, you may receive less than the requested amount if the committee receives a large number of applications.**

Please make sure that your application includes a detailed budget to be considered.

Please also note that IDA funds **can** be used to supplement funding already received through the SUNY Empire Faculty Development Fund or Professional Development Fund.

All applications will be reviewed soon after the application deadline date by the committee that has been appointed by both labor and management.

Attached are the UUP IDA Application and General Information Program Guidelines.

All applications must be signed by the applicant and should be emailed to IDA@sunyempire.edu.

NOTE:

- The application does **not** require a supervisor's signature.
- IDA funds can only be used to reimburse individuals. They cannot go directly to other institutional accounts, P-Cards, or travel cards.

Carl Burkart

Director of Professional Learning Evaluations
Office of Academic Affairs