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

Individual Development Awards (IDA)
Program Guidelines

1.   **OBJECTIVE**
     The Individual Development Awards (IDA) Program is designed to support a variety of professional development projects or activities for eligible full-time and part-time academic and professional employees that will assist them to develop their full professional potential and to prepare for advancement. Employees who accrue annual leave are not required to charge leave credits for any project or activity funded by the IDA Program.

     The IDA Program is administered by a joint labor-management Campus Professional Development Committee which establishes application submission dates, processes, and reviews applications, makes awards, and notifies applicants pursuant to the review process.

2.   **PROGRAM FUNDING AND ALLOCATION**
     Funding for the IDA Program is provided through labor-management funds negotiated under Article 21, Statewide Joint Labor-Management Committees of the Agreement between the State and United University Professions.

     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.

3.   **AWARD AMOUNT**
     The maximum amount that can be awarded for each employee under this program is $2,000.

     April 1, 2023 – July 1, 2023
     Employees are eligible for a retroactive award for the period April 1, 2023 to July 1, 2023, however, the total amount awarded cannot exceed $2,000 for the period July 2, 2022 to July 1, 2023. The deadline for submitting applications for this time period is January 31, 2024.

     July 2, 2023 – July 1, 2024
     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, 2023, through July 1, 2024.

4. **ELIGIBLE PROJECTS AND ACTIVITIES**
     a. 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)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.
- Include one of 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.

b. Funds are available to support projects and activities including:
- Registration fees for conferences or workshops.
- Professional organization membership fees which are bundled with a free or reduced members-only rate for conference or workshop attendance expenses.
- Travel and related expenses (including lodging and meals).
- Tuition at the maximum allowable SUNY rate at the time of application, excluding associated fees.
- Fees for licensing or certification exam prep courses (e.g., USMLE Step 3 exam, medical board exam, or bar exam prep course, etc.). For reimbursement of exam fees, go to https://oer.ny.gov/nysuupclefr
- Fees for continuing education courses (e.g., CME or CLE courses).
- Entrance or access fees to institutions or archives that house materials which are related to, and the review or use of which is necessary, to complete the research or artistic endeavor.

c. Funds are available for expenses related to professional development projects or activities that are not provided by the employee's campus, department, program, or through other funding sources, including research materials, short term use of specialized equipment, services for skills, and costs associated with publication as follows (see 7(c) below for additional information).
- Consumable artistic or research materials, which are necessary to complete the research or artistic endeavor (e.g., reagents, antibodies, dyes, art supplies, sheet music).
- Fees for short term use of specialized equipment or skills (e.g., sound mixing/engineering, recording studio fees, video recording and editing fees, performance space rentals, real time PCR testing, RNA sequencing).
- Costs associated with publication (e.g., copyright or licensure fees, journal page charges, and stipends or fees for indexers, proof reading, translations).

5. **INELIGIBLE EXPENSES**
Except as otherwise provided above, expenditures are not eligible for reimbursement that include, but are not limited to:
- Payments to third parties, including subcontracting, for administering the project or activity.
- Supporting the cost of fringe benefits.
- Fees associated with tuition

- Professional organization membership fees (except where they are bundled with a free or reduced members-only rate for conference attendance).
- Payment to the employee including extra-service payments, payment to reimburse a campus for the employee's time, or stipends to the employee.
- Payments to others for assisting with a project or activity including research assistants, administrative support, or research subjects.
- Purchasing food to be provided to attendees at conferences, seminars, workshops, or other events.
- Purchasing furniture, equipment, or non-consumable supplies, including computers, laptops, books, software, or databases.
- Payment of rent or other fees for long-term use of on or off-campus space.
- Funding for journal subscriptions, internet or cellular services, advertisements, or any item or service that serves an ongoing need.
- Costs related to renovations, office furniture, or insurance.
- Purchasing items for students or others related to a course, project or activity, or research.
- Cash or cash equivalent awards including gift cards, savings bonds, etc.
- Costs for items that are otherwise provided by the campus or other funding sources.

6. EMPLOYEE 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.

7. APPLICATION PROCESS

a. Complete the Application. (An application may be accessed at: Application
   1. Read the Application Instructions.
   2. Read the General Program Information. This provides information pertaining to the disbursement of funds, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgment of committee funds, equipment policy, and contacts.
   3. Fill out, print, and sign the application. For funding requests under Section C.2, your supervisor or department, program, or unit head signature is required.
   4. Ensure that your application is legible and complete. An illegible or incomplete application may delay acting on your application.

b. Provide all required information and attachments with your application:
   1. 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.

2. How this project or activity will further your professional development or otherwise assist you in preparing for advancement.
3. An updated brief curriculum vitae.
4. A brochure, announcement, or other relevant material describing the project or activity. If material is not yet available, information should be sent to the Campus Professional Development Committee as soon as possible. The Committee cannot approve an application that is pending additional information.
5. A justification of cost must be provided for funds to support projects or activities under 4(c) above, that are not provided by the employee's campus, department, program or through other funding sources, that require research materials, fees for short term use of specialized equipment, or services for skills, and costs associated with publication
6. Proof of cost from a vendor or firm. A reliable vendor or firm should be selected, and services or items purchased should be at a reasonable cost. Internet quotes for purchases are acceptable. Whenever possible Minority and Women Owned Business Enterprise (MWBE) vendor or firm should be used.
   - In instances where a single source vendor or firm has been selected, a justification and the process used to select the single source vendor or firm must be provided.

   In addition to the above the following applies:
   - When purchasing a single item or service of $250.00 or more, or multiple items of the same whose total is $250.00 or more but less than $500.00, **two** different vendor or firm price quotes or a single source justification must be submitted. This applies if purchasing multiple items that cost less than $250.00 each but due to the number of items total more than $250.00 but less than $500.00.
   - When purchasing a single item or service of $500.00 or more, or multiple items of the same, whose total is $500.00 or more, **three** different vendor or firm price quotes or a single source justification must be submitted. This applies if purchasing multiple items that cost less than $500 each but due to the number of items purchased cost $500.00 or more.
   - Enter the lowest vendor or firm price quote in the budget summary.
   - Shipping is an allowable expense.

c. Reimbursement Procedures
   Reimbursement may be processed after an application is approved and the expense has been incurred. A voucher, supported by appropriate receipts, should be processed through your campus fiscal office.

d. Unused Consumable Material/Items
   Any consumable material/items which are not fully used in the course of completing the project or activity that is purchased with NYS/UUP JLMC funds remains the property of the campus.

e. Additional information may be requested by the Campus Professional Development Committee or NYS/UUP JLMC staff.

8. **APPLICATION DEADLINES AND SUBMISSION**
   - The date for submitting an application is determined by the Campus Professional Development Committee. The date should provide sufficient time for the Committee to

review and process applications and ensure that applicants are notified in a timely manner.
- A completed application with required attachments must be submitted to the Campus Professional Development Committee. Contact your Human Resources office or the UUP Chapter Office to obtain your Campus Professional Development Committee's contact information.

9. **AWARD NOTIFICATION**
- The decision to fund an application is at the discretion of the Campus Professional Development Committee.
- Employees will be notified by the Campus Professional Development Committee of their award.

10. **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.