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

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 through July 1 of the following year.

4. EMPLOYEE ELIGIBILITY

- Full-time or part-time employees.
- Full-time employees must be in the bargaining unit at the time of applying for 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.

5. 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) – (c) Title B. Promotion of Academic Employees, §2. Criteria (a) – (c) 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.).
- 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).

NOTE
- Reimbursement for Certification and Licensure Exam Fee Reimbursement Program can be accessed at: https://oer.ny.gov/nysuupclefr
- Reimbursement for Certification and Licensure Reimbursement Program Renewals can be accessed at: https://oer.ny.gov/nysuup-jlmc-clrp-renewals-program

6. 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 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.

7. PURCHASING REQUIREMENTS

a. Proof of cost from a vendor. A reliable vendor should be selected, and services or items purchased should be at a reasonable cost. Internet quotes for purchases are acceptable. Whenever possible, a Minority and Women Owned Business Enterprise (MWBE) vendor search should be included in your documentation.
   - In instances where a sole source vendor has been selected to provide the services or items, i.e. only one vendor can provide the services or items required, State Finance Law § 163(10)(b)(i) requires documentation of the justification, the process, and attributes used to select the sole source vendor, including why the vendor is the only viable source. The documentation should include the unique nature of the requirement and the circumstances leading to the selection of the vendor, including reasonableness of cost.
   - In instances where a single source vendor has been selected to provide the services or items without a formal competitive process, but two or more vendors can supply the services or items required, State Finance Law §163(10)(b)(ii) requires documentation as to the circumstances (i.e. unforeseen emergency, unusual circumstance, etc.) and reasons why a formal competitive process is not feasible. The documentation should include the unique nature of the requirements and the circumstances leading to the selection of the vendor including alternatives considered and reasonableness of cost, that differentiates why no other vendor can provide the services or items.

b. When purchasing a single item or service of $250.00 or more, or multiple items of the same where the total is $250.00 or more but less than $500.00, two different vendors' 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.

c. When purchasing a single item or service of $500.00 or more, or multiple items of the same, where the total is $500.00 or more, three different vendors' 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.

d. Enter the lowest vendor price quote in the budget summary.

e. Shipping is an allowable expense.

8. APPLICATION PROCESS

a. Read the Application Instructions.
b. 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.

c. 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.

d. Provide all required information and attachments describing the proposed project or activity with your application including:
   - Event details: the event's name, date, time, location, type of event, agenda, and sponsor.
   - Whether you are 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.
   - How this project or activity will further your professional development or otherwise assist you in preparing for advancement.
   - An updated brief curriculum vitae.
   - A brochure, announcement, agenda, 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.

e. A justification must be provided for funds requested to support projects or activities under 5(c) above that require research materials, fees for short term use of specialized equipment, or services for skills, and costs associated with publication that are not provided by your campus, department, program or through other funding sources. Ensure that your application is legible and complete. An illegible or incomplete application may delay acting on your application. The Committee cannot approve an application that is pending additional information.

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

9. 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.

10. UNUSED CONSUMABLE MATERIAL/ITEMS

Any consumable materials or items which are not fully used in the course of completing the project or activity that were purchased with NYS/UUP JLMC funds remain the property of the campus.

11. 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.

12. 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.

13. 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.