

2022-2023 HSC UUP Individual Development Award (IDA) program

Please read these instructions carefully as there are several significant changes from previous years. Failure to follow instructions will result in rejection of your application and/or denial of re-imbusement. Members of the Health Sciences Chapter (HSC) of UUP must submit their applications via the UB Box folder noted in the instructions below

The Health Sciences Chapter (HSC) of UUP is now accepting applications for the 2022-2023 UUP IDA program from full-time and part-time employees of UB who are members of the HSC chapter. This is a re-imbusement program. Employees may be funded for up to two projects or activities for the award period with a total maximum for all activities for this period not to exceed \$2000.00. Because we are in the final year of our contract, projects or activities must occur between July 2, 2022 and March 31, 2023. **All activities must be completed by March 31, 2023 and all paperwork for re-imbusement must be submitted by April 30, 2023. These are hard deadlines with NO exceptions or extensions.**

Guidelines for the IDA program are posted at: <https://oer.ny.gov/grant-opportunities>

Activities eligible for the IDA program are:

- Registration fees for conferences or workshops
- Travel and related expenses (e.g., lodging, meals) for the conference/training and documented research/creative activities
- Tuition at the maximum allowable SUNY rate at time of application (fees are not allowable)

The IDA program is intended to assist eligible employees in developing their full professional potential and to prepare for advancement. Funding is not allowed to purchase equipment or supplies or to support activities that are not related to the individual's SUNY profession. Additional information can be found at: <https://oer.ny.gov/nysuupjlmc>

Application process

Applications must be submitted by Monday December 18, 2022. Applications received after this deadline will not be accepted.

Application forms for the 2022-2023 IDA program can be found at:

https://oer.ny.gov/system/files/documents/2022/09/individual-development-award-program-application-9-2022_0.pdf

Applicants must submit the following in a single PDF document in the prescribed order:

- Completed application form
- CV, biographical sketch, or resume
- Description of the 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.
 - Letter of acceptance of the paper, poster, or other proposal. If acceptance is pending, please provide an explanation including an estimated timeframe.
 - How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement.
- A brochure, announcement, or other relevant material describing the project or activity. If material is not yet available, please provide an explanation including estimated material availability.
 - Details and justification for travel expenses including the type of travel, cost of travel, cost of lodging per night, and breakdown of meal costs. Please check current UB per diem rates
 - Any other supporting documentation.
 - Budget Summary (Part C of the application). Provide expenditures to be incurred to complete the project or activity. Please refer to *Part C: Budget Summary* of the application instructions to complete this section. NOTE: "JLMC Funds" on the Budget Summary refers to the amount being requested from the Individual Development Awards Program.

Keep all original receipts and submit copies with the application. For UB tuition, submit a statement from Student Accounts showing any tuition waivers or adjustments; fees are not allowable under the IDA program.

All UUP HSC chapter members must upload their completed application with the above information to:

<https://buffalo.app.box.com/f/ba455260b4d8466ea4d2068f3b6cf4ed>

Failure to submit a completed application with all required information to the above folder and by the deadline will result in rejection of the application. NOTE: if you are receiving this email, you are a member of the UUP HSC chapter. Do not submit via instructions on the UB website for the UUP Buffalo Center Chapter.

Because the HSC IDA Committee is purely advisory, we must wait for approval from the Office of Employee Relations (OER) before sending out decision notices.

All paperwork for accepted applications must be submitted by April 30, 2023 for reimbursement.

Submit any questions to the UUP HSC Chapter office (buffalohsc@uupmail.org) or to Rick Rabin, Chair, UUP HSC IDA Committee (rarabin@buffalo.edu)