

# **Applying for a 2023-2024 UUP IDA Grant**

**Maryalice Citera**

**Chair**

**SUNY New Paltz Campus Professional Development Committee**

**February 15, 2024**

# SUNY New Paltz Campus Professional Development Committee

- Joint labor-management committee
  - For UUP:
    - Maryalice Citera, Psychology, IDA Committee Chair
    - Rachel Rigolino, English
    - Helen Brocker, Academic Advising
  - For the Administration:
    - Anneliese Kniffen, HRDI
    - James Burns, Student Accounts
    - Devon Duhaney, Teaching and Learning
- Beth Wilson, President, UUP New Paltz Chapter
- Mary Ann Thompson--Chapter Assistant

# Use the Money

- It is important that if you get a grant that you use the money.
  - Funds from campus sources can be used for other purposes.
  - Unused funds could revert back to the State.
  - Future allocations to the campus could be reduced because it looks like we don't need the funding.

# Individual Development Awards

- **Benefit negotiated as part of UUP's statewide agreement**
  - **Total available funding: \$48,221**
  - Funding may be provided to enhance teaching, research capabilities, professional knowledge, and skills.
- **Cycle--July 2, 2023 to July 1, 2024.**
  - All activities and purchases must occur/have occurred during that time period.
- **Maximum grant per individual is \$2000**
  - Individuals may submit up to two (2) applications for a maximum of \$2,000 in total.
  - If you are proposing two projects, please submit them in separate applications.
- **Due Date: March 1, 2024 –no exceptions.**

# Tips on Applying

- Part-timers are encouraged to apply
  - 15% of the pool of funding available is initially earmarked for part-timers.
- All in ONE pdf
  - You will need to upload a single file that includes:
    - the application, a brief project description, a brief CV, and supporting documents (such as a conference acceptance letter, workshop brochure, quotes, or announcement)
    - Be sure to name your file LASTname FIRSTname UUP IDA Application (for example, Wilson Beth UUP IDA application).
- Your project description must be clear and provide a rationale for why this project is necessary for your professional development
  - Be clear and concise
  - Don't assume the committee will know the value of this activity.
- You need to submit your application using the link provided.
  - You will need to use your New Paltz email account id.
  - You will need to complete the requested information in the Microsoft Form

# How to Apply (Links)

- Submit your application here:

<https://forms.office.com/r/rzRzLSwmPy>

- Information on how to apply can be found here:

<https://www.uuphost.org/newpaltzwp/2023-24-individual-development-awards/>

- A copy of the application can be found here:

<https://www.uuphost.org/newpaltzwp/wp-content/uploads/2024/02/IDA-Program-Application-2023-2024-11-21-2023-FINAL-Fillable-Form.pdf>

- The guidelines can be found here:

<https://www.uuphost.org/newpaltzwp/wp-content/uploads/2024/02/IDA-Program-Guidelines-2023-2024-11-21-2023-FINAL-2.pdf>

# Categories of Activities

- 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

# Eligible Expenses

- Travel and Related Expenses
- Tuition at the maximum allowable SUNY rate at the time of application, excluding associated fees.
- Registration fees for conferences, seminars, or workshops.
- Entrance or access fees to institutions, or archives
- Professional organization membership fee, where bundled with a free or reduced rate for conference or workshop attendance.
- 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)



# Eligible Expenses – New in 2023-2024

- Fees for consumable artistic or research materials (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).

# Ineligible Expenses

- 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.

# Ineligible Expenses (continued)

- 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.

# Description of the Project or Activity

- 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 your professional development or otherwise assist you 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 to the Campus Professional Development Committee as soon as possible. The Committee cannot approve an application that is pending additional information.
- 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.

# Additional Information Required for These Expenses

- Fees for consumable artistic or research materials (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).

# Assurances And Additional Information Required

- **Assurance**

Initial here \_\_\_\_\_ to affirm that these

- consumable artistic or research materials
- facilities and services OR
- these services or items

are not available through your college or university, and that they cannot be purchased using other grant or research funding.

# Justification

- Provide a brief justification for required research materials, fees for short term use of specialized equipment, or services for skills, and costs associated with publication
- Include a rationale for why the expense is necessary for your project or activity and **the proof of cost**.
  - For services also explain your choice of vendor or firm, including the process for selecting a single source vendor or firm, and describe the services being provided.
  - For anyone hired to perform services for skills being provided, documentation affirming the professional credentials (e.g., resume, CV, recommendation from a publisher, etc.) must be included. (250 Words or less)

# Proof of Cost

- 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
- 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.
- 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.
- Enter the lowest vendor or firm price quote in the budget summary.
- Shipping is an allowable expense



# 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.

# How to Apply (Links)

- Submit your application here:

<https://forms.office.com/r/rzRzLSwmPy>

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# Contact Information

- Maryalice Citera, Chair, New Paltz UUP IDA Committee,  
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- Mary Thompson, Chapter Assistant,  
[thompson@newpaltz.edu](mailto:thompson@newpaltz.edu)
- Beth E Wilson, President, UUP New Paltz Chapter,  
[bwilson@uupmail.org](mailto:bwilson@uupmail.org)

**Questions?**