

Professional Development Grant Program Guidelines

The Professional Development Grant Program is intended to fund a professional development project or activity to assist three or more employees to develop their professional potential and to prepare for advancement.

1. Objective

The Professional Development Grant Program is intended to fund a professional development project or activity to assist three or more employees to develop their professional potential and to prepare for advancement. Priority will be given to a project or activity that entails a cost of more than \$1,000 per employee. Awards may not exceed \$2,500 per employee and a total of \$15,000 per application. A minimum 40% campus contribution is required for this Program.

2. Eligibility

- Full-time and part-time employees in a professional obligation.
- Full-time employees must be in the bargaining unit at the time of the award and during the dates of the project or activity.
- 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 whether or not they are on the payroll.
- A commitment of a campus financial contribution of a minimum of 40% of the total cost of the project or activity. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campus should not be included as part of the campus contribution.
- The proposed project or activity must enable the applicant to meet one or more of the criteria specified in Title B. Promotion of Professional Employees of Article XII Evaluation and Promotion of Academic and Professional Employees, of the Policies of the SUNY Board of Trustees.

Projects or activities must fall within the established NYS/UUP JLMC categories:

- Basic, applied, or historical research.
- Curriculum or instructional material development.
- Workshop, seminar, internship, or course work not covered by Article 46, Program for Tuition Assistance or SUNY tuition waiver.
- Conference participation or attendance.
- Preparation of material for publication.
- Grant proposal development.
- Artistic or creative endeavors.
- Professional reading or independent study.

- Other work-related professional development projects or activities.
- A description of the project or activity, conference, seminar, or workshop must include:
 - Type of activity or 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.
 - How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement.

3. Application Deadlines

A completed Application, with required attachments, may be submitted at any time, but at least 45 days prior to the commencement of the project or activity. The decision to fund an application is at the discretion of the Professional Development Committee.

4. Application Process

General Program Information

The General Program Information section provides specific information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgement of committee funds, expenditure limitations, reimbursement of expenditures, equipment policy, and contacts.

- a) Read the Application Instructions.
- b) Fill out, print and sign the Application.
- c) Have the Application signed by the campus president or designee and the UUP chapter president.
- d) Send the Application with required supporting documents to the NYS/UUP JLMC staff.

5. Required Attachments

- An updated brief curriculum vita for each employee.
- A description of the project or activity described under Eligibility.
- A brochure, announcement, or other relevant material describing the project or activity.
- A list of employees who are participating in the project or activity.
- A list of other grant support for the project or activity.
- A letter of endorsement from the campus president or designee and UUP chapter president.
- A detailed statement from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the cost. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campus should not be included as part of the campus's contribution.

Additional information may be requested by the Committee.

6. Program Evaluation

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity has already been completed at the time of the award, the Program Evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.