

UUP/NYS JLMC Individual Development Awards (IDA) Program  
2<sup>nd</sup> Call for Applications  
2024-25 Program Year (July 2, 2024-July 1, 2025)

The campus IDA Review Committee is accepting additional applications for IDAs from employees in the UUP bargaining unit for the 2024-25 Program Year. Projects/activities must start and be completed **between July 2, 2024, and July 1, 2025, to be eligible** for consideration. The priority due date for applications is April 11, 2025, but the committee will continue to review applications after that as long as funds are available and it is possible to meet the state's deadlines for processing this year's reimbursement requests.

Both academic and professional staff employees in UUP titles are eligible to apply, as are both full-time and part-time employees. Employees may receive up to \$2,000.00 for one or two projects/activities for the award period.

Morrisville's IDA allocation for this current program year is \$21,571.11. In addition, unspent IDA funds from 2023-24 for \$14,276.98 may be awarded for the period of July 2, 2024, to July 1, 2025. Thus, the overall total that can be awarded is \$38,848.09. Fifteen percent, or \$5,377.21, is reserved to fund projects/activities proposed by part-time UUP employees. However, if the total awarded to part-time employees is less than this amount, the balance may be granted to full-time employees.

Two documents accompany this announcement:

- The IDA Program Guidelines
- The IDA Program Application Form (fillable)

These documents are also available on the HR Forms web page and in the UUP IDAs folder on the Faculty-Staff share drive. Please carefully read the guidelines and application form. Submit all required supplementary materials (your CV/resume, project/activity description, expense info, etc.) as listed in Section E (the last page that follows the signature page of the application form). Please also make sure to tab over in the Expenditures Chart of Section C: Budget Summary to fill in the amounts you have been awarded or are requesting from the college, other sources, and the IDA fund (NYS/UUP JLMC).

Questions and applications with supporting materials should be emailed to Stephanie Lawhorne, Chair of the IDA Review Committee, at [LawhorSL@morrisville.edu](mailto:LawhorSL@morrisville.edu). *No hard copy submissions will be accepted.*

The IDA Review Committee will process applications as they are submitted. However, final review and approval are determined by the Joint Labor-Management Committee based in the NYS Office of Employee Relations in Albany. The campus committee cannot inform applicants of decisions until hearing back from the JLMC. The chair of the IDA Review Committee will inform recipients by email of award decisions, but official

Employees who receive IDAs will need to work with HR and the Business Office to submit reimbursement request paperwork and original receipts within 30 days of being notified of their award or completion of their projects/activities. The IDA Review Committee will also request that IDA recipients submit an evaluation/summary report within 30 days of being notified or completing their projects/activities.