

COVERSHEET for UUP/JLMC 2023-2024 INDIVIDUAL DEVELOPMENT AWARD (IDA)

(Activity must occur July 2, 2023 – July 1, 2024)

The UUP Individual Development Award Program is designed to assist eligible UUP employees develop their full professional potential and prepare for advancement. As a result, only applications that clearly demonstrate that a project or activity will assist the applicant to further their professional development and prepare them for advancement will be considered. (See “Part D: Required Attachments” of the [application](#).) In addition, preference may be given to first- or second-time applicants. Note that incomplete, illegible, or otherwise poorly prepared applications will be disqualified. Applications are due to Michaela Bargher **no later than MIDNIGHT on Wednesday, March 27, 2024**. Late submissions will not be accepted. (Submissions made 12:01AM or later will NOT be accepted.)

The maximum amount that can be awarded to each employee is \$2,000.
Employees may be funded for up to two projects or activities, not to exceed a total of \$2,000.

**If you are requesting funds for 2 projects or activities,
you must submit a complete, separate application for EACH project or activity.**

Complete all of the following:

Name: _____ Job Title: _____
Department: _____ Date: _____
Dates of Event/Program: _____

As per the [IDA Program Guidelines](#), and the related [General Program Information](#), the proposed project or activity must enable the employee to meet one or more of the criteria specified in the [SUNY Policies of the Board of Trustees](#), Article XII, Evaluation and Promotion. Therefore, check below ALL criteria(s) your project or activity satisfies:

Academic employees:

- _____ Mastery of subject matter
- _____ Effectiveness in teaching
- _____ Scholarly ability
- _____ Effectiveness of University service
- _____ Continuing growth

Professional employees:

- _____ Effectiveness in performance
- _____ Mastery of specialization
- _____ Professional ability
- _____ Effectiveness in University service
- _____ Continuing growth

The Program Guidelines also state that the proposed project or activity must fall within certain categories. Therefore, check below the applicable category of your project or activity:

- _____ Artistic or creative endeavors
- _____ Conference attendance (no formal role)
- _____ Conference participation (presiding, presenting, etc.)
- _____ Course work (not related to earning a degree and not covered by UUP tuition waiver or by SUNY tuition assistance)
- _____ Curriculum or instructional material development
- _____ Grant proposal development
- _____ Preparation of material for publication
- _____ Research (basic, applied, or historical)
- _____ Workshop, seminar, or internship attendance
- _____ Other work-related professional development project or activity

In addition to considering completeness and quality, the Committee will evaluate each application using the attached Rating Scale. The higher the rating, the more money will be approved.