GENERAL PROGRAM INFORMATION

Applying for NYS/UUP Joint Labor-Management Committees' Funds

The NYS/UUP Joint Labor-Management Committees address mutually identified issues affecting the quality and productivity of the State University of New York system by funding professional development projects or activities for UUP represented employees. Funding is available for eligible projects and activities according to each of the program guidelines.

Application Process

Select a Program

Programs are listed under each committee in the Grant Opportunities section.

For All Programs EXCEPT the Individual Development Awards Program (See below for Individual Development Awards Program Application Process).

Review the General Program Information

The General Program Information provides information that applies to all programs, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgement of committee funds, equipment policy, and contacts.

Prior to completing an application:

- Read the appropriate program guidelines to ensure eligibility, what expenses may be reimbursed and required documents.
- Review the New York State Comptroller's Rules and Regulations to ensure the proposed expenses may be reimbursed.
- Consult with various campus staff, especially if the program guidelines require a detailed statement from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the cost of the project or activity or if a leave is being requested.
- Read the Instructions for Online Applications.

Expenditure Limitations

Expenditures that may be reimbursed for projects or activities using NYS/UUP Joint Labor-Management Committees' funds are included in each of the program guidelines. In addition, all expenditures must be in accordance with the New York State Comptroller's Rules and Regulations and limitations contained therein. Among the items for which NYS/UUP JLMC funds may not be used include, but are not limited to the following:

- Overhead payments to third parties for administering the project or activity
- Supporting the cost of fringe benefits
- Membership fees
- Extra-service payments, payments to reimburse a campus for employees' time, or payment to employees to assist with or to attend a project or activity

- Payment to research assistants or research subjects
- Purchasing food for conferences, seminars, workshops, or any other events
- Purchasing or renting equipment
- Purchasing consumable, or non-consumable supplies, including computers, and laptops
- Purchasing furniture
- Payment for using space on or off campus

Whenever possible, trainers or consultants from the State University of New York or on state contract must be used. Consultants who are not on state contract must be hired in compliance with the New York State Comptroller's Rules and Regulations and pertinent procurement laws.

The applicant is strongly encouraged to contact the NYS/UUP Joint Labor-Management Committees staff or the campus fiscal office to ensure that the expenditures are in conformity with the New York State Comptroller's Rules and Regulations, campus fiscal policy and the amount specified in the award letter.

Reimbursement of Expenditures
Expenditures incurred for a project or activity will be reimbursed only after proof has been submitted that the services have been rendered and the expenditures incurred have been paid. New York State vouchers, with accompanying original receipts, must be submitted to the campus fiscal office, except for employees who have been retrenched, within thirty (30) days after completing the project or activity, or within thirty (30) days of receiving the award notification if the funded project or activity has already been completed.

Reimbursement of Expenditures for Retrenched Employees
Reimbursement for expenses for employees who no longer have a campus affiliation are processed by the NYS/UUP Joint Labor-Management Committees' staff. Vouchers and receipts that are not submitted in a timely manner may result in forfeiture of entitlement to reimbursement.

Application Review
A joint committee comprised of representatives from the State and United University Professions reviews each application. A determination for awarding NYS/UUP Joint Labor-Management Committees funds is made at the discretion of the joint committee and is based on a competitive process that includes the availability of funds. In general, applicants can anticipate a decision within 45-60 days of the application deadline or receipt of the completed application if there is no specified deadline. An incomplete application will not be considered. The joint committee's decision is final and there is no appeal process.

Applicant Notification
Once a decision is made by the joint committee, a notification letter is sent by the NYS/UUP Joint Labor-Management Committees staff to the applicant, the campus

president, UUP chapter president, campus fiscal officer, director of human resources and others, as appropriate.

Changes to the Project or Activity Following Notification of Award
If changes are made to any component of the project or activity including the budget and dates of the project or activity, following notification of its approval, the changes must be submitted in writing to the NYS/UUP Joint Labor-Management Committees' staff. All changes to the project or activity are subject to approval by the designated joint committee prior to implementation.

Program Evaluation
A Program Evaluation must be submitted to the NYS/UUP Joint Labor-Management Committees' office within 30 days of the completion of the project or activity except for the Individual Development Awards Program. Submission of a Program Evaluation for the Individual Development Awards Program is made by each campus professional development committee.

INDIVIDUAL DEVELOPMENT AWARDS PROGRAM APPLICATION PROCESS

The Individual Development Awards Program is administered at each campus by a campus professional development committee which is responsible for:

- Establishing the dates for submitting applications
- Reviewing applications
- Issuing the award notification

Application Process
To be considered for funding, a completed application:

- Requires only the applicant's signature.
- Must include all documents as required by the program guidelines.
- Must be submitted to the campus professional development committee.

Contact the UUP Chapter Presidents or the campus human resources staff for information for submitting the application.

Changes to the Project or Activity Following Notification of Award
If changes are made to any component of the project or activity, including the budget and dates of the project or activity, after receipt of the award letter, the changes must be submitted in writing to the campus professional development committee. All changes to the project or activity are subject to approval by the campus professional development committee prior to implementation.

Program Evaluation
A Program Evaluation, if required by the campus professional development committee, should be sent to the campus professional development committee.