

## Frequently Asked Questions:

### **ELIGIBILITY FOR NYS/UUP JLMC PROGRAM FUNDS**

#### **Who is eligible for NYS/UUP JLMC programs?**

Employees in the Professional Services Negotiating Unit represented by UUP are eligible to participate in NYS/UUP JLMC programs. Eligibility for funding is outlined in each of the program guidelines. As stated in the program guidelines, some programs are targeted to specific categories of employees.

#### **Are part-time employees eligible to apply for NYS/UUP JLMC funds?**

Part-time employees are eligible to participate in NYS/UUP JLMC programs except for: Dr. Nuala McGann Drescher Leave Program, Retraining Fellowship Program and Calendar Year Employee Leave Program. The Individual Development Awards Program requires that the campus professional development committee dedicates a minimum of 15 percent of the funds under this program to part-time employees.

### **APPLICATION PROCESS**

#### **How do I apply for NYS/UUP JLMC funds?**

An application for NYS/UUP JLMC funds and instructions for completing the application may be accessed on the grant programs for which you are applying.

#### **What are the application deadlines for NYS/UUP JLMC programs?**

With the exception of the Dr. Nuala McGann Drescher Leave Program, Calendar Leave Program and the Individual Development Awards Program, there are no set application deadlines. Programs without application deadlines request that applications be submitted at least 45 days prior to the start date of the project or activity.

Both the Dr. Nuala McGann Drescher Leave Program and Calendar Leave Program have specific deadlines for submitting applications which are listed under each of the program guidelines.

## Frequently Asked Questions:

Deadlines for the Individual Development Awards Program are determined by each campus professional development committee and vary from campus to campus. Contact the campus professional development committee, the UUP chapter president or campus human resources office for specific details and dates.

### **Does the campus need to contribute 40% for each item?**

The campus contribution for the total cost project or activity must be a minimum of 40% as required for each program except for the Individual Development Awards Program and Retraining Fellowship Program. The campus can determine how best to allocate the 40% campus contribution for the each of the categories under Expenditures of Part C: Budget Summary.

### **What expenses are not reimbursable?**

Expenditures that are eligible for reimbursement are included under each of the program guidelines. For questions regarding the reimbursement of a specific expense, contact the campus fiscal office or NYS/UUP JLMC staff prior to incurring the expense.

### **What is the time frame for the application review process?**

In general, a decision will be made within 30-45 days of an application deadline for submission of an application. The timeframe for decisions for Individual Development Awards are set by each campus professional development committee.

### **What happens if an incomplete application is submitted?**

NYS/UUP JLMC staff reviews all applications for completeness and will email an applicant regarding missing information and the date by which the missing information must be received. Only complete applications are sent to the appropriate committee for consideration.

### **Who reviews the applications?**

All applications except for the Individual Development Awards Program are reviewed by the committees established by the State and UUP. The Individual Development Awards Program applications are reviewed by each campus professional development committee.

## Frequently Asked Questions:

**How are applicants notified if their application for NYS/UUP JLMC funds has been approved?**

Applicants are notified by email from NYS/UUP JLMC Staff.

**Does the Acknowledgement of Award form need to be returned?**

YES! The notification letter includes an Acknowledgement of Award form that must be completed and returned to the NYS/UUP JLMC staff. NYS/UUP JLMC funds may not be accessed unless this form has been returned.

**What if the proposed project or activity changes after receiving an award letter?**

All proposed changes to a project or activity after receipt of an award letter must be sent in writing to the NYS/UUP JLMC staff. The same committee that approved funding for the initial project or activity must approve the changes prior to the applicant proceeding. Without the committee's approval for the proposed changes, an applicant may not be reimbursed for the expenses incurred due to these changes.

## **APPEALS PROCESS**

**Is there an appeal process if an application is denied?**

There is no process for appealing the committee's decision.

## **ACCESSING FUNDS**

**How are funds accessed after receipt of an award?**

The Acknowledgment of Award form must be submitted to NYS/UUP JLMC staff prior to being able to access funds. If a replacement salary is being funded, a copy of the campus's appointment letter for the awardee's replacement must also be submitted to NYS/UUP JLMC staff. An awardee must expend his or her own funds prior to being reimbursed. Proof of expenses must be submitted to the campus fiscal office.

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### **How are reimbursement rates for travel determined?**

Reimbursements are made in accordance with the New York State Comptroller's Rules and Regulations governing travel which may be accessed at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>. New York State has adopted the Federal Government travel rates which can be accessed at: [www.gsa.gov](http://www.gsa.gov).

## **PROGRAM EVALUATION**

### **Who must submit a Program Evaluation?**

All awardees, except for the Individual Development Awards Program, are required to submit a Program Evaluation within 30 days of completion of their project or activity to the NYS/UUP JLMC staff. Failure to submit a Program Evaluation may result in a committee postponing taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received. For the Individual Development Awards Program, a determination is made by each campus professional development committee as to the type of evaluation to be submitted upon completion of the project or activity.

## **INDIVIDUAL DEVELOPMENT AWARDS**

### **How is funding allocated for the Individual Development Awards Program?**

The NYS/UUP Joint Labor-Management Executive Committee determines the total amount to be allocated for the Individual Development Awards Program and the methodology for allocating funds to the campuses. Each campus receives an allocation using a formula based on the number of eligible employees.

### **Where are the dates posted for applying for the Individual Development Awards Program?**

Dates are established by each campus professional development committee. For specific questions related to the Individual Development Awards Program application deadlines,

## Frequently Asked Questions:

contact the campus professional development committee, the campus human resources office or the UUP chapter president.

### **Where are applications sent for the Individual Development Awards Program?**

Applications should be submitted to the campus professional development committee. For specific questions related to submitting applications for the Individual Development Awards Program, contact the campus professional development committee, the campus human resources office or the UUP chapter president. Applications should not be sent to the NYS/UUP JLMC staff.

### **Who reviews applications for the Individual Development Awards Program?**

Individual Development Awards Program applications are received and considered by each campus professional development committee comprised of equal numbers appointed by the UUP chapter and campus management. The campus professional development committee establishes the deadlines for submitting applications and makes all decisions on awarding funds and notifying employees.