



New York State and Communications Workers of America, Local 1104/ Graduate Student Employees Union



NYS/GSEU Professional Development Program Guidelines

I. Overview

The NYS/GSEU Professional Development Program is established under Article 30 Professional Development Committee of the 2019-2023 Agreement between New York State (State) and Communications Workers of America, Local 1104/Graduate Student Employees Union (GSEU). Funding is awarded to graduate assistants and teaching assistants represented by GSEU for eligible **job-related** projects or activities to acquire skills and knowledge to develop professionally.

Funds may be awarded up to \$1,000 for **one** project or activity for the period **July 2, 2020 to July 1, 2021**, subject to the NYS/GSEU Professional Development Program Guidelines and the New York State Comptroller's Rules and Regulations and limitations contained therein.

Expenses for projects or activities that are job related and are **not** required for an employee's thesis, dissertation, or degree program are eligible for reimbursement.

a. Allowable expenses that are eligible for reimbursement include:

- Travel related expenses including transportation, lodging and meals, subject to New York State Comptroller's Rules and Regulations
- Registration fees for conference, workshop, or seminar attendance.
- Membership fees when required to present at a conference and documentation is provided from the organization indicating this as a requirement.
- Tuition for course work (excluding fees) at the SUNY-rate for the course level or internship (not required for an employee's thesis, dissertation, or degree program).

Within these allowable expenses, the categories for projects or activities that may be supported are:

- research (basic, applied, or historical)
- curriculum or instructional material development
- conference, workshop, or seminar attendance
- conference participation (e.g. presiding, presenting)
- course work or internship **not** part of earning a degree
- grant proposal development
- preparation of material for publication
- artistic or creative endeavor
- other job-related professional development projects or activities

b. Expenses that may not be reimbursed include:

- Compensation to employees (e.g. salaries, stipends).
- Donations, gift cards, or other forms of compensation to research subjects, vendors, contractors, editors, or any other person, entity or third party.
- Expenses related to a project or activity, or a course or internship, that is a requirement for an employee's thesis, dissertation, or degree program.
- Purchasing equipment, software, consumable, or non-consumable supplies such as paint and other art supplies, printing, postage.
- Other fees including, but not limited to, membership to organizations (except as noted in Section I. a.), incurred for travel (such as fees incurred due a trip cancellation or change of plans), or late payments (such as for conference registration or courses).
- Vouchers or credit provided as reimbursement by an organization or business.
- Rental fees including e-books, textbooks, equipment, or space on or off-campus.

II. Eligibility Requirements

To be considered for the NYS/GSEU Professional Development Program funds, graduate assistants and teaching assistants must:

- Be employed full-time or part-time as a graduate assistant or teaching assistant at the time of submitting a completed application.
- Be employed full-time or part-time as a graduate assistant or teaching assistant for the duration of the project or activity.
- Be employed full-time or part-time as a graduate assistant or teaching assistant at the time of payment.
- Complete a project or activity during the period July 2, 2020 to July 1, 2021.
- Submit a completed application to the Campus Professional Development Committee no later than May 3, 2021.

III. Application Process

To be considered for funding an application must be completed and include the following:

- The dates of the project or activity and a description of the project or activity including the type of event, event site and sponsor.
- How the project or activity will enhance the employee's professional development as a graduate assistant or teaching assistant and its job-relatedness to the employee's position as a graduate assistant or teaching assistant.
- Itemized expenditures related to the project or activity that are in accordance with the NYS/GSEU Professional Development Program Guidelines, the New York State Comptroller's Rules and Regulations, and the limitations therein.
- Employee's role, such as presenting a paper, proposal, or formally participating. If presenting a paper or proposal, the title of the paper or proposal, nature of the presentation and a letter of acceptance of the paper or proposal must be provided. If acceptance is pending, notification of acceptance must be submitted no later than 14 days prior to the proposed starting date of the project or activity.
- A brochure, announcement, or other relevant documentation published by the sponsoring organization that describes the project or activity and related costs. If documentation is not yet available, it must be provided no later than 14 days prior to the proposed starting date of the project or activity.
- A current curriculum vitae (resume).
- Additional supporting documentation or information as requested by the Campus Professional Development Committee or campus staff processing the application.

The NYS/GSEU Professional Development Program Application may be accessed at: [NYS/GSEU Professional Development Program Application](#).

IV. Application Deadlines

A completed application and all required documents must be submitted to the campus professional development committee on or before May 3, 2021. For information regarding the campus professional development committee, please contact the local GSEU representative or the campus human resources office. If a project or activity was completed prior to submitting a completed application, the application must be submitted to the Campus Professional Development Committee within 30 days of completing the project or activity or on or before May 3, 2021, whichever is sooner. The application must be approved pursuant to Section V. Application Review prior to an applicant submitting a voucher for reimbursement.

V. Application Review

The Campus Professional Development Committee processes and reviews applications for funding. In reviewing applications, the Campus Professional Development Committee considers the nature of the professional development project or activity, how the project or activity will assist the employee in developing their full professional potential, and its relatedness to the applicant's position as a graduate assistant or teaching assistance, pursuant to the NYS/GSEU Professional Development Program Guidelines and availability of labor-management funds.

After applications have been processed and reviewed by the Campus Professional Development Committee, the Campus Awards Report is to be submitted, with supporting documentation if necessary, to nysgseulmc@goer.ny.gov for final review before applicants are notified.

Applicants are to be notified of their application status on or before June 15, 2021.

VI. Reimbursement Procedures

Applicants may submit reimbursement for expenses after they are notified of their award by the Campus Professional Development Committee.

Any expenses reimbursed by a campus department, program or unit should only be processed after the applicant has been notified that NYS/GSEU JLMC funds have been awarded. The department, program or unit will **not** be reimbursed for expenses for employees who have not received notification of an award by the Campus Professional Development Committee.

All expenditures related to a project or activity funded by the NYS/GSEU Professional Development Program must be in accordance with the NYS/GSEU Professional Development Program Guidelines, NYS Comptroller's Rules and Regulations, and limitations contained therein. To be reimbursed for approved expenses, employees must:

- Meet the Eligibility Requirements in section II.
- Be employed full-time or part-time as a graduate assistant or teaching assistant at the time of payment.
- Have been notified by the Campus Professional Development Committee that their application has been approved.
- Submit a voucher with original receipts for expenses that were approved and incurred for a project or activity, to their campus fiscal office as follows:
 - Within 30 days after completing the project or activity, or
 - If funding was awarded for a project or activity that was completed at an earlier date, no later than 30 days after the date of notification of the award.

Questions regarding reimbursement should be directed to the campus fiscal office.

NOTE: Employees who do not submit a voucher with original receipts in a timely manner may forfeit entitlement to reimbursement.

VII. Program Evaluation

The NYS/GSEU Professional Development Program Evaluation must be submitted by email, mail, or fax as indicated on the form:

- Within 30 days after completing the project or activity, or
- If a project or activity was completed prior to receiving an award, the NYS/GSEU Program Evaluation must be submitted within 30 days of receiving the award notification.

Failure to submit the NYS/GSEU Professional Development Program Evaluation may result in postponement of action on an employee's subsequent application for funding until the NYS/GSEU Professional Development Program Evaluation is received.

The NYS/GSEU Professional Development Program Evaluation (fillable PDF) may be accessed at: [NYS/GSEU Professional Development Program Evaluation](#).

VIII. Acknowledgement of Funds

Award recipients are required to acknowledge the support of the NYS/GSEU Professional Development Program as the funding source on all publicity, publications, and materials to be printed, shared, or archived.

IX. Useful Links

- [NYS Comptroller Rules and Regulations - OSC Travel Manual](#)

For additional information please contact NYS/GSEU by email at nysgseulmc@goer.ny.gov or phone 518-473-8127.