

**STATE OF NEW YORK /
GRADUATE STUDENT EMPLOYEES UNION**

PROFESSIONAL DEVELOPMENT AWARDS PROGRAM

GUIDELINES

JULY 1, 2006 through JUNE 30, 2007

Overview

The Collective Bargaining Agreement between the State of New York and the Graduate Student Employees Union (GSEU) provides funding for professional development activities that help eligible teaching and graduate assistants develop their full professional potential and prepare for advancement.

The Professional Development Awards Program:

- Provides a maximum individual award of up to \$750.00, subject to the State Comptroller's Rules, Regulations and Limitations.
- Includes activities which have already occurred or are planned for the period July 1, 2006 through June 30, 2007.

Review of applications will take into consideration the nature of the professional development project/activity and how the proposed activity will assist teaching and graduate assistants in developing their full potential and/or preparing for advancement.

Eligibility

- All full-time and part-time teaching and graduate assistants represented by the GSEU are eligible to apply.
- Teaching and graduate assistants must be a member of the bargaining unit at the time of the award and during the dates of the proposed activity.
- Teaching and graduate assistants are eligible for one funded project/activity during the current award period of July 1, 2006 through June 30, 2007.

Application Procedures

The applicant must submit the following:

- completed application
- description of the project/activity including:
 - start and end dates
 - type of event, event location, and sponsor
 - whether the applicant is presenting a paper/poster/proposal or formally participating; if presenting a paper/poster/proposal, the title of the paper/poster/proposal and nature of the presentation
 - letter of acceptance of the paper/poster/proposal; if acceptance is pending, notification of acceptance should be sent as soon as possible
 - how the project/activity will further the applicant's professional development or otherwise assist in advancement
- brochure, announcement or other relevant material describing the project/activity and related costs; if material is not yet available, the information should be sent as soon as possible
- other grant support for the project/activity
- any other supporting documentation
- current curriculum vita (resume)

Note: Please do not send original expense receipts with the application. Original receipts are required at the time an applicant has received an award notification and submits the appropriate reimbursement paperwork (i.e., Travel Voucher or Reimbursement/Advance/Payment form).

All funding requests must conform to the State Comptroller's Rules and Regulations and limitations. Additional justification for specific items may be requested.

Send the application and all required documentation to:

Human Resources
Graduate Student Employees Union Professional Development Award Program
120 Crofts Hall
North Campus

Applications, and all required documentation, must be received in Human Resources, 120 Crofts Hall (North Campus) by 5:00 p.m., Friday, January 26, 2007.

Consideration of applications received after 5:00p.m. on January 26, 2007 is contingent on available funding.

Reimbursement Procedures

Expenditure reimbursement will be handled through University at Buffalo Business Services in accordance with the State Comptroller's Rules and Regulations and limitations. Questions regarding reimbursement procedures and/or rates should be directed to the appropriate individuals. See the following section, "Questions and Contacts", for a detailed contact list.

An awardee may request assistance in completing the Travel Voucher or Reimbursement/Advance/Payment form by contacting the appropriate individual. See the following section, "Questions and Contacts", for a detailed contact list.

Assistance will be provided by appointment only. Walk-ins may not be accommodated.

Once an award notification is received, the required reimbursement paperwork including ***original receipts*** must be submitted within thirty (30) days after completing the project/activity or award notification if the funded project/activity has already been completed. Vouchers and receipts not submitted in a timely manner will result in forfeiture of entitlement to reimbursement.

Equipment Policy

Any equipment leased or purchased with State of New York / GSEU Professional Development Award funds will become the property of the State of New York / State University of New York.

Links to Guidelines and Forms

GSEU Professional Development Awards Program web site:

http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=11341

[*Frequently Asked Questions*](#)

[*Reimbursement and Purchasing Details*](#)

[*Summary of State Travel Expense Reimbursement*](#)

[*Travel Voucher*](#)

[*Petty Cash Guidelines*](#) (for non-travel purchases less than \$250.00)

[*Reimbursement/Advance/Payment Form*](#) (for reimbursement to individuals)

[*eReq*](#) (for payments to vendors for non-travel purchases greater than \$250.00)

[*Interdepartmental Invoice*](#) (to transfer Other Than Personal Service (OTPS) expenditures that have already been paid)

Original paid receipts, cancelled checks, itemized credit card statements or invoices are required to document purchases and obtain reimbursement.

Program Evaluation / Summary of Expenditures

A completed Program Evaluation / Summary of Expenditures on the funded project/activity, is required to be **submitted with** the appropriate reimbursement paperwork within thirty (30) days of completing the project/activity, or if the funded project/activity has already been completed at the time of the award, the evaluation must be completed within thirty (30) days of the date of the award notification letter. The *Program Evaluation / Summary of Expenditures* form is available on the GSEU Professional Development Awards Program web site at http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=11341

Acknowledgement of Funds

Award recipients are required to acknowledge the support of the State of New York / GSEU as the funding source on all publicity, publications and handout materials.

Questions and Contacts

Travel Services:

Heidi Retzer, Supervisor	645-5000, ext. 1349	hretzer@business.buffalo.edu
Maryellen Sullivan	645-5000, ext. 1350	msullivan@business.buffalo.edu
Leslie Gardner	645-5000, ext. 1348	lgardner@business.buffalo.edu

Petty Cash Reimbursement (under \$250.00, reimbursement to individuals):

Shawn Diehl	645-5000, ext. 1339	sdiehl@business.buffalo.edu
-------------	---------------------	--

Procurement (expenditures greater than \$250.00):

Florence Prine	645-5000, ext. 1189	fprine@business.buffalo.edu
Beth Fenush (eReq)	645-5000, ext. 1165	bfenush@business.buffalo.edu

General:

Amy Myszka	645-5000, ext. 1214	amyszka@business.buffalo.edu
------------	---------------------	--

Affirmative Action Statement

The State of New York/GSEU Professional Development Committee does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or sexual orientation in the admission to, access to, or employment in its programs or activities. Reasonable accommodation will be provided on request.