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

I. Overview
The Professional Development Program is funded under Article 30 Professional Development Committee of the 2016-2019 Agreement negotiated between New York State (State) and the Communications Workers of America, Local 1104/Graduate Student Employees Union (GSEU). Funds are awarded for a variety of professional development projects or activities to assist eligible teaching assistants and graduate assistants represented by GSEU to develop their full professional potential or to prepare for advancement.

The Professional Development Program funds:
- Cover one project or activity for the period July 2, 2018 to July 1, 2019.
- Provide an individual award of up to $1,000 for the period, subject to the Professional Development Program Guidelines and the New York State Comptroller’s Rules and Regulations and limitations contained therein.
- May be used to support job related projects or activities such as:
  - 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

Within these general categories of support, allowable expenses include:
- Tuition for course work at the SUNY rate for the course level, provided the course work is not part of the applicant’s degree program.
- Registration fees for conference, workshop or seminar attendance.
- Travel and related expenses (transportation, lodging, meals, etc., subject to New York State Comptroller’s Rules and Regulations regarding travel).

Funds may not be used for:
- Salaries, stipends or income to compensate the applicant or another person.
- Expenses related to a course, internship or a project or activity that are part of an applicant’s degree program.
- Purchasing equipment, software, consumable or non-consumable supplies.

II. Eligibility
To be considered for Professional Development Program funds, teaching assistants and graduate assistants represented by GSEU must:
- Be employed full-time or part-time as a teaching assistant or graduate assistant at the time of applying.
- Be employed full-time or part-time as a teaching assistant or graduate assistant
for the duration of the project or activity.
• Submit a completed Application pursuant to the Professional Development Program Guidelines.
• Complete a project or activity by July 1, 2019.
• Be employed full-time or part-time as a teaching assistant or graduate assistant at the time of payment.

III. Application Process
The Application must include the following:
• The type of event, event site and sponsor.
• A description of the project or activity.
• How the project or activity will enhance the applicant’s professional development.
• Itemized expenditures related to the project or activity that conform to the New York State Comptroller’s Rules and Regulations and limitations.
• Applicant’s role, such as presenting a paper, proposal or formally participating. If presenting a paper or proposal, the title of the paper or proposal and nature of the presentation must be provided.
• A letter of acceptance of the paper or proposal. If acceptance is pending, notification of acceptance must be provided no later than 14 days prior to the proposed starting date of the project or activity.
• A brochure, announcement or other relevant documentation describing 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 committee.

A copy of the Application may be accessed at:
http://www.goer.ny.gov/Training_Development/gseu/GSEU_Prof_Dev_Application.pdf

To be considered for funding, a completed Application and all required documents must be submitted as indicated in section IV to the office designated by the campus president or designee. The review process considers how the project or activity will assist eligible teaching assistants and graduate assistants develop their full professional potential or to prepare for advancement pursuant to the Professional Development Program Guidelines and the availability of labor-management funds. For information regarding the designated office for submitting the application, contact the local GSEU representative or the campus human resources office.

IV. Application Deadline
• An application may be submitted any time during the award period, but at least 30 days prior to the start of the project or activity, or on or before May 6, 2019, whichever is sooner.
• Employees are to be notified of the award on or before June 3, 2019.

V. Reimbursement Procedures
All expenditures related to a project or activity funded by the Professional Development Program must be in accordance with the Professional Development Program Guidelines and the New York State Comptroller’s Rules and Regulations and limitations contained therein. To be reimbursed for approved expenses, employees must:

- Be employed as a graduate assistant or teaching assistant represented by GSEU at the time of payment.
- Submit a voucher with original receipts for expenses that were approved and incurred for a project or activity, to the 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.

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

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

**VI. Program Evaluation**

The Program Evaluation must be submitted within 30 days after completing the project or activity. It may be submitted by mail, fax or email as indicated on the form.

- If a project or activity was completed prior to receiving an award, the Program Evaluation must be submitted within 30 days of receiving the award.

Failure to submit the Program Evaluation may result in postponement of action on an applicant’s subsequent application for funding until the Program Evaluation is received.

A copy of the Program Evaluation may be accessed at:

**VII. Acknowledgement of Funds**

Award recipients are required to acknowledge the support of the New York State and Graduate Student Employees Union Professional Development Program as the funding source on all publicity, publications and handout materials.

**VIII. Useful Links:**

http://www.osc.state.ny.us/agencies/travel/travel.htm
http://www.goer.ny.gov/Training_Development/gseu/index.cfm

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