MEMORANDUM

TO: UUP represented employees
FROM: Individual Development Awards Committee
DATE: April 30, 2008
RE: Individual Development Grants (including retroactive awards)

We are pleased to announce that our campus has been awarded $24,509 to allocate to eligible UUP members for the Individual Development Awards Program for the period of July 1, 2007 through June 30, 2008 as well as the period of July 1, 2008 through June 30, 2009. The Individual Development Program is intended to assist eligible employees in developing their full professional potential and in preparing for advancement. A minimum of fifteen percent of this amount must be allocated initially to eligible part-time employees.

It is unlikely that there will be enough money to cover all requests. Therefore, this is a competitive process. Moreover, the Committee often funds proposals only partially so that more applicants can receive support.

All expenses for this award must be incurred and expended during one of the two award periods listed below. A maximum of $1000 per person may be awarded. Awardees have thirty days after completion of their project or activity or notification of an award to submit receipts and other documentation. This process will be outlined in the award letters.

<table>
<thead>
<tr>
<th>Award period</th>
<th>Deadline to submit application (no exceptions)</th>
<th>Submit applications to:</th>
<th>Anticipated notification of awards</th>
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</thead>
<tbody>
<tr>
<td>July 1, 2007 – June 30, 2008</td>
<td>September 12, 2008 at 4:30pm</td>
<td>Human Resources Raymond Hall 219</td>
<td>Early November 2008</td>
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<tr>
<td>July 1, 2008 – June 30, 2009</td>
<td>October 31, 2008 at 4:30pm</td>
<td>Human Resources Raymond Hall 219</td>
<td>Late December 2008</td>
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The Individual Development Awards program guidelines and required forms may be found at the following website: http://www.nysuup.lmc.state.ny.us/development/individual.html
Please carefully read the program guidelines, the application process and general program information sections. The application may be obtained by following the links on the website. Please note that in addition to a completed application, there are certain required attachments outlined on the website including, but not limited to, a curriculum vitae, detailed description of the project or activity, relevant material, and a completed Budget Summary (form available on the website.) Incomplete applications or applications that do not include the required components may be ineligible for awards as determined by the Committee.

The Committee will review and score each application based on the following criteria:
- Clarity, readability and completeness of proposal; adherence to instructions
- Benefit to SUNY Potsdam
- Benefit to individual professional development in the context of the SUNY Board of Trustees criteria

The Individual Development Awards Committee consists of the following individuals:
Mary Dolan, Assistant Director of Human Resources
William Amoriell, Dean of Education
Holly Chambers, Senior Assistant Librarian
Rebecca Thompson, Director of Libraries
Fadi Bou-Abdallah, Assistant Professor
Axel Fair-Schulz, Assistant Professor

Please note that no member of the Committee may be considered for an Individual Development Award. Please feel free to contact any member of the Committee with specific questions.