



Individual Development Awards Program (IDA)

Award Activity Period: JULY 2, 2016 - DECEMBER 31, 2016 (6 months)

Application Deadline: THURSDAY, JANUARY 5, 2017

Information about the Individual Development Awards Program (IDA) and instructions for completing the application can be found at

<http://nysuup.lmc.ny.gov/development/individual.html>

Your IDA application should contain ALL of the following:

1. The printed Online Application Form
Use the online application form which can be accessed at
http://nysuup.lmc.ny.gov/uup/uup_form.cfm
Complete the form online, PRINT it, and SIGN it.
Your signature is the only signature required on an IDA Application.
2. The Activity Program/Brochure/Agenda
3. A Copy of your Resume/CV
4. COPIES of your Receipts, if available, or evidence of your anticipated expense.
Do not send original receipts with your application.
Original receipts are required for submission after you are notified of your award amount, so, be sure to keep the original receipts for submission at that time.
5. Your signature. Be sure to sign the printed application

Submit 2 copies of the above documents to:

SB HSC UUP Office: HSC Level-5 Room 572 (Zip+4= 8553)

****NOTE1**** *Faxed or emailed applications will not be considered.*

****NOTE2**** *Incomplete applications may not be considered, so be sure to submit a complete application.*

****NOTE3**** *Expenses related to the purchase of equipment, books, software, professional dues, licensing costs, certification fees, & examination fees for license or certification are not eligible for IDA reimbursement.*