

2023-2024 IDA Categories and Exclusions

Categories that can be supported:

- Basic, applied, or historical research.
- Curriculum or instructional material development.
- Workshop, seminar, internship, or course work not covered by Article 49, Program for Tuition Assistance or SUNY tuition waiver.
- Conference participation or attendance.
- Preparation of material for publication.
- Grant proposal development.
- Artistic or creative endeavors.
- Other work-related professional development projects or activities

The types of support available include:

- Registration fees for conferences or workshops.
- Professional organization membership fees which are bundled with a free or reduced members-only rate for conference or workshop attendance expenses.
- Travel and related expenses (including lodging and meals).
- Tuition at the maximum allowable SUNY rate at the time of application, excluding associated fees.
- Fees for licensing or certification exam prep courses (e.g., USMLE Step 3 exam, medical board exam, or bar exam prep course, etc.). For reimbursement of exam fees, go to <https://oer.ny.gov/nysuupclefr>
- Fees for continuing education courses (e.g., CME or CLE courses).
- Entrance or access fees to institutions or archives that house materials which are related to, and the review or use of which is necessary, to complete the research or artistic endeavor.

New this year--Funds are available to support projects and activities including:

Funds are available for expenses related to professional development projects or activities that are not provided by the employee's campus, department, program, or through other funding sources, including research materials, short term use of specialized equipment, services for skills, and costs associated with publication as follows (see 7(c) below for additional information).

- Consumable artistic or research materials, which are necessary to complete the research or artistic endeavor (e.g., reagents, antibodies, dyes, art supplies, sheet music).
- Fees for short term use of specialized equipment or skills (e.g., sound mixing/engineering, recording studio fees, video recording and editing fees, performance space rentals, real time PCR testing, RNA sequencing).
- Costs associated with publication (e.g., copyright or licensure fees, journal page charges, and stipends or fees for indexers, proof reading, translations).

Exclusions

Except as otherwise provided above, expenditures are not eligible for reimbursement that

include, but are not limited to:

- Payments to third parties, including subcontracting, for administering the project or activity.
- Supporting the cost of fringe benefits.
- Fees associated with tuition
- Professional organization membership fees (except where they are bundled with a free or reduced members-only rate for conference attendance).
- Payment to the employee including extra-service payments, payment to reimburse a campus for the employee's time, or stipends to the employee.
- Payments to others for assisting with a project or activity including research assistants, administrative support, or research subjects.
- Purchasing food to be provided to attendees at conferences, seminars, workshops, or other events.
- Purchasing furniture, equipment, or non-consumable supplies, including computers, laptops, books, software, databases and subscriptions for software or computer programs.
- Payment of rent or other fees for long-term use of on or off-campus space.
- Funding for journal subscriptions, internet or cellular services, advertisements, or any item or service that serves an ongoing need.
- Costs related to renovations, office furniture, or insurance.
- Purchasing items for students or others related to a course, project or activity, or research.
- Cash or cash equivalent awards including gift cards, savings bonds, etc.
- Costs for items that are otherwise provided by the campus or other funding sources.
- Living expenses incurred during sabbatical