

WHO IS ELIGIBLE?

1. All full-time CLTs and HEOs *including HEOs and CLTs at the CUNY EOCs* provided they have been employed full-time at CUNY for at least 6 months are eligible for the award. Part-time CLTs who are working at least 10 hours per week during the semester in which the application is made and have worked 10 or more hours per week for four consecutive semesters (not including summer sessions) immediately preceding the semester in which the application is made are also eligible.
2. Employees on Travia leave are not eligible.
3. *The number of grants awarded to employees attending the same conference from the same college may be limited.*
4. Employees who have received 6 or more grants may be limited in receiving future grants.

HOW DO I APPLY?

1. HEOs and CLTs interested in applying should go to: www.psc-cuny.org and scroll down to Professional Development Grants.
2. Applications are accepted and reviewed on a monthly basis. *The committee does not meet during July and August. All applications must be received in the PSC Office by the 1st of the month in order for the committee to consider the application.* YOU MUST HAVE APPROVAL OF THE HEO-CLT PROFESSIONAL DEVELOPMENT SELECTION COMMITTEE PRIOR TO THE ONSET OF THE ACTIVITY. Applications should be typed. Illegible applications will be returned.
3. Applications should state specifically how the activity relates to professional development. A wide range of activities—from taking courses to doing research to attending conferences—can contribute to professional development. If the purpose is for academic research in your field, please provide

- documentation as to exactly what your research project is about and if you are working on the research for an academic publication.
4. Each section should be filled out carefully and completely—only the information requested should be included.
 5. Applications must be signed and dated by the applicant and his or her supervisor.
 6. Each applicant is responsible for submitting his or her own application, forms, and reports for reimbursement.
 7. Mail completed application with original signatures to: PSC, HEO-CLT PDF, 61 Broadway, 15th floor, New York, NY 10006.
 8. Each candidate should keep at least one photocopy of the completed application.

WHAT IS REIMBURSABLE?

1. Acceptable activities are those that enhance professional development and are related to the individual's position at CUNY.
2. Certain expenses related to research projects and field studies are covered, but payment of research assistants is not.
3. Expenses for attending professional conferences, including travel, are covered. Meals are covered as follows: up to 3 meals per day with a per day total of \$50 and a cap of \$250. The maximum per meal allowance is \$18 for breakfast, \$25 for lunch and \$40 for dinner. Snacks are not covered.
4. Classes can be taken for credit or non-credit. Books, technology fees and registration are covered.
5. Grant money cannot be used to purchase equipment.

HOW DO I GET REIMBURSED?

1. Professional *development* activity must *occur before you can be reimbursed*. Requests for reimbursement cannot be submitted for activities that were not approved in advance.

2. Awardees must submit at least a one-page summary of their activities to their supervisor and the HEO-CLT Professional Development Committee within 30 days of completion of the activity.
5. A credit card statement issued to the grant recipient, or copies, front and back, of cancelled checks should be submitted to the committee.
6. All credit card receipts and cancelled checks must be in the applicant's name.
7. All materials must be mailed together.
8. If the grant is approved, recipients will receive a copy of the current Expense Reimbursement Policy and an Expense Report form. These documents must be used for reimbursement.
9. Requests for reimbursement that do not meet the guidelines will be returned.

WHAT ELSE DO I NEED TO KNOW?

1. Grants are for a maximum of \$3,000 per academic year.
2. HEOs and CLTs work together to make the selection. All applications are read by two people, but no committee member will read an application from their own campus; if there is a dispute there will be a third reader.
3. The fiscal year runs from September 1 through August 31.
4. The committee must be informed of any changes to an applicant's proposal once it has been approved.
5. The committee meets once a month to read applications and requests for reimbursement. *The committee does not meet during July and August.*
6. Approved activities should not be charged to annual leave; applicants may choose, however, to conduct the funded activity on their own time.
7. Individuals are permitted to submit multiple applications. The minimum amount for a grant is \$250. Any application under \$250 will not be considered. Proposals

can be for more than \$3,000, but only \$3,000 in any one academic year will be reimbursed.

Each proposal must have a separate application.

8. It is permissible to receive funding from additional sources.
9. **Decisions of the committee are final.**

A MESSAGE FROM THE PSC

You are invited to apply for a PSC/CUNY Professional Development Grant. The HEO/CLT Professional Development Fund was won by the union in the 2000-2002 contract. It represents the first time HEOs and CLTs have been recognized and granted institutional support for their academic and professional pursuits.

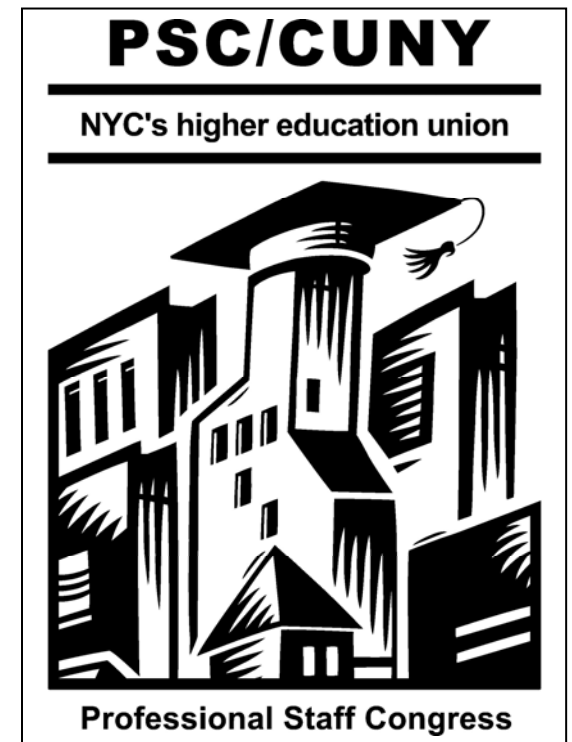
Since the inception of the program, over 1980 grants have been awarded; the awards span all colleges and disciplines. To cite a few examples: David Cain in the biology department at Lehman received a grant to attend the Association of Education and Research Greenhouse Curators conference in Santa Cruz; Deborah Hertzberg in the theater department at Brooklyn College attended a puppetry conference in Waterford, CT; and Sarah Aponte, a librarian at the City College Dominican Studies Institute Library, used the money to compile an annotated bibliography of Dominican written works at the Library of Congress.

The PSC is happy to announce that the 2007-2010 contract between CUNY and the PSC insures the continued funding of institutional support for academic and professional pursuits.

The PSC is also pleased to announce that effective 7-1-09 the contract between CUNY and the EOC's we represent will for the first time include eligible HEO's and CLT's in the Professional Development Fund

Guidelines for the PSC/CUNY HEO-CLT Professional Development Fund Grants

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