

# CAL POLY HUMBOLDT

International Programs · College of Extended Education & Global Engagement

## Faculty/Staff-Led Abroad Program Proposal Checklist

Program name: \_\_\_\_\_

Program Coordinator director name: \_\_\_\_\_

Program location: \_\_\_\_\_ Dates: \_\_\_\_\_

Check	To Do	Contact	Notes
<b>Recommended deadline: March 31 (1-year prior to departure)</b>			
<input type="checkbox"/>	Meet with Study Abroad Coordinator to discuss process/timeline.	Coordinator, Study Abroad: Megan Mefford	
<input type="checkbox"/>	Determine if contractual agreements need to be created or renewed. Begin contract review/process as soon as possible. New contracts can take 6 months or more to be approved by CO. For established programs: Agreements are typically valid for 5 years. Begin renewal process, if needed.	CEECE Admin. Support: Leslie Anderson	
<input type="checkbox"/>	Prepare Program Proposal Package. Required Documents: FLRAP Proposal Form, with all required materials: <ul style="list-style-type: none"> <li>• Program Description</li> <li>• Proposed Itinerary/teaching schedules</li> <li>• Proposed Budget</li> <li>• Draft: Emergency mgmt. communication plan</li> <li>• Draft: Health &amp; Safety issues/proposed mgmt.</li> </ul> FLRAP Approval Routing Form with the following signatures: <ul style="list-style-type: none"> <li>• Program Coordinator</li> <li>• Department Chair</li> <li>• College Dean</li> </ul>		Submit proposal and all supporting documents to Coordinator, Study Abroad, Megan Mefford ( <a href="mailto:studyabroad@humboldt.edu">studyabroad@humboldt.edu</a> ). Megan will schedule IPRC meeting.  The FLRAP Approval Routing Form is on the website: <a href="http://humboldt.edu/international">humboldt.edu/international</a>
<input type="checkbox"/>	Meet with IPRC to present proposal. You must submit a complete packet, including the signed routing form and all supporting documents before IPRC will review.	Coordinator, Study Abroad: Megan Mefford	Committee may request more information before the proposal is fully approved.
<input type="checkbox"/>	Receive IPRC committee approval/feedback		
<b>Recommended deadline: October 1 (complete only after IPRC approval)</b>			
<input type="checkbox"/>			
<input type="checkbox"/>	Faculty/Staff-lead should advertise/promote program, develop student selection process and begin application processing.	Program Coordinator/Lead	
<b>Deadline: January 31</b>			
<input type="checkbox"/>	Develop final budget	CEECE Budget Office: <a href="mailto:nate@humboldt.edu">nate@humboldt.edu</a> and <a href="mailto:studyabroad@humboldt.edu">studyabroad@humboldt.edu</a>	Budget template on website
<input type="checkbox"/>	Finalize itinerary (if any changes from original proposal). If needed, submit Volunteer Form, Payment Request Form, and/or Special Consultant Form. Itinerary changes after January 31 <sup>st</sup> will require new IPRC review and approval and may impact ability to run program.	Program Coordinator/Lead	
<input type="checkbox"/>	Obtain Certificates of Insurance from transportation providers for any non-public transportation used by the program and submit to CEECE & Risk Mgt.	Program Coordinator/Lead & RiskManagement	Must be provided before the start of the program.
<input type="checkbox"/>	Confirm Emergency Management Plan – develop procedures – evacuation, phone tree, on-site orientation and submit to CEECE and Risk Mgt.	Program Coordinator/Lead	On 'Faculty' page <a href="http://humboldt.edu/goabroad">humboldt.edu/goabroad</a>
<b>Deadline: As soon as possible, but at least 2 months before departure</b>			
<input type="checkbox"/>	Complete Travel Authorizations	Program Coordinator/Lead	
<input type="checkbox"/>	Schedule/host pre-departure orientation	Program Coordinator/Lead & Study Abroad	