

# HUMBOLDT STATE UNIVERSITY

Center for International Programs · College of Extended Education & Global Engagement

## Faculty-Led Study Abroad Program Proposal Checklist

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

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

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

Check	To Do	Contact	Notes
<b>Recommended deadline: March 31 (1-year prior to summer departure)</b>			
<input type="checkbox"/>	Optional: Meet with Study Abroad Coordinator to discuss process/timeline.	Coordinator, Study Abroad: Megan Mefford	
<input type="checkbox"/>	For Renewals Only: Determine if contractual agreements need to be renewed. Agreements are typically valid for 5 years. Begin renewal process, if needed.	CEEGE Admin. Support: Leslie Anderson	
<input type="checkbox"/>	Prepare Program Proposal Package. Required Documents: FLSAP 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>• Course Information/Syllabi</li> <li>• Draft: Emergency mgmt. communication plan</li> <li>• Draft: Health &amp; Safety issues/proposed mgmt.</li> </ul>		Submit proposal and all supporting documents to Coordinator, Study Abroad, Megan Mefford ( <a href="mailto:hsugoabroad@humboldt.edu">hsugoabroad@humboldt.edu</a> ). Megan will schedule IPRC meeting.
<input type="checkbox"/>	FLSAP Approval Routing Form with the following signatures: <ul style="list-style-type: none"> <li>• Faculty Director</li> <li>• Department Chair</li> <li>• College Dean</li> <li>• Vice Provost</li> </ul>		The FLSAP Approval Routing Form can be found on our website: <a href="http://humboldt.edu/international">humboldt.edu/international</a>
<input type="checkbox"/>	Meet with IPRC to present proposal.	Coordinator, Study Abroad: Megan Mefford	Committee may request more information before the proposal is fully approved.
<input type="checkbox"/>	Receive IPRC committee approval		
<b>Recommended deadline: October 1 (complete only after IPRC approval)</b>			
<input type="checkbox"/>	Contractual agreements developed and signed	CEEGE Admin. Support: Leslie Anderson	All Parties
<input type="checkbox"/>	Develop promotional materials, brochures, itinerary and teaching schedule for advertisement on website	Academic Program Director	Send to CEEGE Admin. Support: Leslie Anderson & <a href="mailto:hsugoabroad@humboldt.edu">hsugoabroad@humboldt.edu</a>
<input type="checkbox"/>	Make sure your program website is up to date – students can read about program & submit applications	CEEGE Admin. Support: Leslie Anderson	
<input type="checkbox"/>	Post flyers and hold informational meetings	Academic Program Director	Please inform Study Abroad Coordinator of info meeting dates
<b>Deadline: January 31</b>			
<input type="checkbox"/>	Develop final budget	CEEGE Budget Office: <a href="mailto:nate@humboldt.edu">nate@humboldt.edu</a> and <a href="mailto:hsugoabroad@humboldt.edu">hsugoabroad@humboldt.edu</a>	Budget template on website
<input type="checkbox"/>	Finalize itinerary & teaching schedule (if any changes from original proposal). If needed, submit Volunteer Form, Payment Request Form, and/or Special Consultant Form.	Academic Program Director	
<input type="checkbox"/>	Complete Site Assessment documents for programs with internships or Service Learning (if needed)	CEEGE Admin. Support: Leslie Anderson	Document on the website
<input type="checkbox"/>	Obtain Certificates of Insurance from transportation providers for any non-public transportation used by the program and submit to CEEGE & Risk Mgt.	Academic Program Director & Risk Management	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 CEEGE and Risk Mgt.	Academic Program Director	On 'Faculty' page <a href="http://humboldt.edu/goabroad">humboldt.edu/goabroad</a>
<b>Deadline: At least a month before departure</b>			
<input type="checkbox"/>	Complete Travel Authorizations	Academic Program Director	
<input type="checkbox"/>	Schedule Pre-Departure orientation	Academic Program Director & Coordinator, Study Abroad: Megan Mefford	