

# HUMBOLDT STATE UNIVERSITY

Center for International Programs • College of Extended Education and 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"/>	Meeting with CIP Education Abroad Coordinator	Emily Kirsch	
	IPRC committee review of proposal	CIP Admin	To schedule
<input type="checkbox"/>	Program Package Documents submitted: <ul style="list-style-type: none"> <li>• FSAP document (proposal) with all required materials</li> <li>• Draft International Academic Service Agreement</li> <li>• Draft Travel Authorization(s)</li> <li>• Notice of insurance certificate requirements</li> <li>• Draft Emergency Management Plan</li> <li>• Volunteer form (if needed)</li> <li>• Payment Request form (if needed)</li> <li>• Special Consultant Form (if needed)</li> </ul>		
<input type="checkbox"/>	Meeting with CEEGE budget office	Carl Hansen	
<input type="checkbox"/>	IPRC committee approval		
<b>Recommended deadline: October 1</b>			
<input type="checkbox"/>	Contractual agreements developed and signed	All parties	Routed by CIP
<input type="checkbox"/>	Promotional material for the website sent to CIP	CIP Program Coordinator	
<input type="checkbox"/>	Website up to date – students can read about program & submit applications	CIP Program Coordinator	
<input type="checkbox"/>	Post flyers and hold informational meetings	Academic Program Director	Please inform CIP Program Coordinator of informational meeting dates
<b>Deadline: January 31</b>			
<input type="checkbox"/>	Develop final budget**	CEEGE Budget Office	Budget template on website <a href="mailto:hansen@humboldt.edu">hansen@humboldt.edu</a> x5877
<input type="checkbox"/>	Develop final itinerary & teaching schedule	Academic Program Director	
<input type="checkbox"/>	Finalize itinerary and teaching schedule on website **	CIP Program Coordinator	Template on the website
<input type="checkbox"/>	Brochures sent to CIP before IEW (held in Feb.)**	Academic Program Director	Template on the website
<input type="checkbox"/>	Make final decisions on program staffing	CEEGE Dean	<a href="mailto:hansen@humboldt.edu">hansen@humboldt.edu</a> x5877
<input type="checkbox"/>	Confirm all dates	CIP Program Coordinator & CEEGE Dean	
<input type="checkbox"/>	Complete Site Assessment documents for programs with internships or Service Learning**	CIP Program Coordinator	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 CIP Program Coordinator & Risk Management	Academic Program Director	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 CIP Program Coordinator and Risk Management	Academic Program Director	On 'Faculty' page <a href="http://www.humboldt.edu/goabroad">www.humboldt.edu/goabroad</a>

Check	To Do	Contact	Notes
<b>Deadline: At least a month before departure</b>			
<input type="checkbox"/>	Complete Travel Authorizations, insurance requirements, participant forms & submit to CIP Program Coordinator for routing	Academic Program Director	
<input type="checkbox"/>	Submit completed Travel Authorizations, Insurance forms, Emergency Management plan, participant forms to Risk Management & CEEGE	CIP Program Coordinator	Route according to requirements for each
<input type="checkbox"/>	Schedule Pre-Departure orientation	CIP Program Coordinator & Program Director	Document on student file

\*\* Use template/document provided online at [www.humboldt.edu/goabroad](http://www.humboldt.edu/goabroad). Click on the 'Faculty' link.