

Study Abroad Program Proposal Overview

Select the “Create New Program” link to start on the application home page.

The screenshot shows the top navigation bar with the Purdue University logo and 'Study Abroad' text. Below is a 'Logout' link and the page title 'Departmental Study Abroad Program Proposal'. The main content area has an 'Application Instruction' section with a 'Create New Program Proposal' button circled in red. To the right, a 'Proposal Deadlines' box lists: Winter Break 19/20: 8/15/2019, Spring Break 2020: 8/15/2019, Summer 2020: 11/1/2019, and Fall 2020: 3/1/2020.

Please note that online applications will no longer be available after the posted deadline.

The Preliminary Information page must be completed in full to launch the full application. Once this page is complete, you will be able to save your work and return at a later date.

The screenshot shows the 'Preliminary Information' step of the application. It includes fields for Applicant Role, Sponsoring College, Sponsoring Department, Program Name, Program Term, Program Start Date, Program End Date, Program Location (Primary Country, City/Cities), and an 'Add Additional Country' button. Navigation buttons include 'Back to Application Home' and 'Save & Continue'.

Applicant role –who is completing the application (this may be different than the Primary Program Leader).

Both the leader and the person that has initiated the application will be able to view and complete portions of the applications if necessary

All proposals are automatically routed to the appropriate individuals to approve the program in your sponsoring department.

Please list the Primary Program Leader who will be in charge of the overall program as well as individuals that are traveling in a leadership capacity with the program.

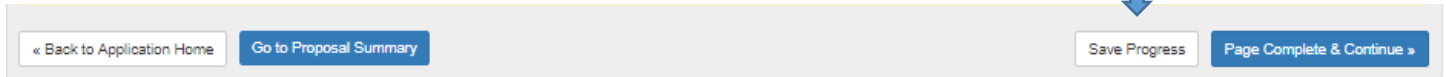
The screenshot shows the 'Program Leader Information' step. It includes fields for Primary Leader (First Name, Last Name, Email) and Secondary Leader (First Name, Last Name, Email). There is a 'Purdue Alias' field with a 'Purdue Directory Look up Alias' button. Below, there is a section for 'Additional Leader(s)' with fields for First Name, Last Name, Email, Role, and 'Include in Course Evaluations'. Navigation buttons include 'Back to Application Home', 'Go to Proposal Summary', 'Save Progress', and 'Save & Continue'.

You may click the “Departmental Study Abroad Program Proposal” link on any page to take you back to the application home page.

Once the application has been launched, you may complete the tabs in any order

Please indicate whether additional individuals should be included in the course evaluations at the end of the program (typically Yes for faculty that will be teaching, and No for TA’s).

Please note that you may also save your work and return to complete at a later date by utilizing the tabs at the bottom of the page.



Proposal Summary

Proposal Status: Incomplete

Program Name: 2nd round Test Program Term: Summer 2020
 Sponsoring College: College of Pharmacy Sponsoring Department: Industrial and Physical Pharmacy
 Program Date: 05/09/2020 - 05/23/2020 # of Days: 15

Proposal Sections	Status
1. Preliminary Information	Complete
2. Program Information	Incomplete
3. Program Detail - Questionnaire	Incomplete
4. Course Detail	Incomplete
5. Document Uploads	Incomplete
6. Confirmation	Incomplete

Routing Information

Summer 2020 Deadline: 11/1/2019

Routing information will appear after the submission

Click on any title to continue.

Incomplete Proposal! You have not yet completed all required sections. Submit button will appear when all sections are completed and if routing information is available.

Program Details – answer the questions accordingly.

Logout Departmental Study Abroad Program Proposal

1. Preliminary Information 2. Program Information **3. Program Detail** 4. Course Detail 5. Document Uploads 6. Confirmation

! Please ensure to click "Save Progress" button at the bottom before leaving this page. Otherwise, unsaved contents will be all lost.

Program Detail

Please explain rationale for proposing course and location. Include how the location will influence the educational experience for the student and learning outcome goals.

Check the State Department Website to ensure the that you answer the following question correctly.

Program Safety & Security

! Please review the information provided by the US Department of State Page regarding your program country before completing the proposal.

Check the highest level travel advisory for the location of your program from this color coded map. Select the image that matches the highest level travel advisory for location of your program. If you are traveling to more than one country, select the travel advisory for the count with the highest level.

- Exercise Normal Precaution
- Exercise Normal Precautions - Contains Areas with Higher Security Risk
- Exercise Increased Caution
- Exercise Increased Caution - Contains Areas with Higher Security Risk
- Reconsider Travel
- Reconsider Travel - Contains Areas with Higher Security Risk
- Do Not Travel



Click on the link to the color coded map to find the correct travel advisory level.

! Please ensure to click "Save Progress" button at the bottom before leaving this page. Otherwise, unsaved contents will be all lost.

< Back to Application Home Go to Proposal Summary **Save Progress** Page Complete & Continue >

Be sure to click the "Save Progress" tab if you are leaving this page before complete.

The "Page Complete & Continue" should be selected once the page is fully completed.

Course Details Page – this is an interactive page and dependant on answers provided.

Hover over icon to view description of type pf credit.

Fixed credit – all students are earning the same amount of credits. This is the option for the majority of study abroad programs.

Variable credit – some program models offer variable credit. For example there may be three courses being taught on a program (i.e. SPAN 102 – 3 credit, SPAN 398 – 3 credit, IDIS 490 – 1 credit). All students are required to take SPAN 398 and may elect to take either one or both of the other two courses. If this is the case, the submission would look like the below:

Study Abroad will need to offer all four options in the registration system and students MUST register appropriately.

Please enter each department course that students may earn credit for.

All credit awarded on SA programs must be approved by the academic department. Therefore, if you are offering credit from a departmnet other than the “sponsoring department”, you will need to select “Yes” below and route to the appropriate Department Head for approval.

You may use the current Department Head listing and Purdue Directory link to find contact information and alias.

You must have the correct alias entered for the proposal to route appropriately.

If students will be required to attend class (other than a few pre-departure meetings) / have academic responsibilities outside of the travel portion of the program, the Study Abroad Office Schedule Deputy will need to add this time to the student registration.

If you will only be conducting a few pre-departure meetings and will schedule these with the students based on their availability, they do not need added to registration.

Document uploads page – three required forms are the *Preliminary Itinerary*, *Preliminary Budget*, *Intercultural Learning Worksheet*. The *Course Details/Syllabus* is optional (although preferred) and the *Optional Documents* is a space to upload additional forms such as provider agreements, or any other information that you believe would be helpful in reviewing the program.

Templates are available for Preliminary budget and ICL form. You will need to complete the document, save to your computer and re-upload.

The Confirmation page must be completed by the **Primary Program Leader** (the person that is listed on tab #2 as the Program Leader).

All boxes must be checked that the Program Leader has reviewed the responsibilities and then "confirm".

Once confirmed, please select the program summary tab to verify the application is complete and ready to be submitted:

Proposal Summary

Proposal Status: Complete - Pending Submission (submit via button below)

Program Name: test
Sponsoring College: College of Pharmacy
Program Date: 12/08/2019 - 12/28/2019

Program Term: Winter Break 19/20
Sponsoring Department: Industrial and Physical Pharmacy [UG SANumber: SA 14002]
of Days: 21

Proposal Sections	Status
1. Preliminary Information	Complete
2. Program Information	Complete
3. Program Detail - Questionnaire	Complete
4. Course Detail	Complete
5. Document Uploads	Complete no Syllabus
6. Confirmation	Complete

Routing Information

Winter Break 19/20 Deadline: 8/15/2019

Routing information will appear after the submission

Routing will begin when you submit and the progress will be displayed under "Routing Information" section above.

[Submit Program Proposal](#)

Click the "Submit Program Proposal" tab to route the application for approval.

Route for approval will be displayed once submitted.

Routing Information

Winter Break 19/20 Deadline: 8/15/2019

Name	Notified	Approved	Status
Sponsoring Department Routing			
[Department Head] Paula Memmer	7/29/2019		
[Dean / Designee] Paula Memmer			
Study Abroad Office Routing			
[SA Manager] Paula Memmer			
[CILMAR Specialist] Katherine Yngve			
[SA Director] Brian Harley			

The application will route through the list of approvers. You will receive notification once the program has been fully approved. If any of the listed approvers need additional information from you, you will receive an email with a "request to revise". At that point, you will need to log back into the application homepage and review the notes section, make your revisions and re-submit.

Application Instruction

To start a new Study Abroad Program Proposal please click the "Create New Application" link below.

If you would like to review instruction and answers to some frequently asked questions, please review the Application Overview Document prior to starting.

[Create New Program Proposal](#)

Proposal Deadlines

- Winter Break 19/20: 8/15/2019
- Spring Break 2020: 8/15/2019
- Summer 2020: 11/1/2019
- Fall 2020: 3/1/2020

College of Pharmacy

Summer 2020

Winter Break 19/20

Program Name	Department	Term	Updated	Submitted	
test	Industrial and Physical Pharmacy	Winter Break 19/20	7/29/2019	7/29/2019	Revise

Click on the program title to review.

Routing Information

Winter Break 19/20 Deadline: 8/15/2019

Name	Notified	Approved	Status
Sponsoring Department			
[Department Head] Paula Memmer	7/29/2019	7/29/2019	
[Dean / Designee] Paula Memmer			
Study Abroad Office Routing			
[SA Manager] Paula Memmer			
[CILMAR Specialist] Katherine Yngve			
[SA Director] Brian Harley			

Please include further details regarding learning outcomes.

Once your program is fully approved. The program leader and business office will receive an email notice. You may log into the application home page to review your proposals at any time:

Summer 2020

Search:

Program Name	Department	Term	Updated	Submitted	Approved	PDF
Test 3: Colombia	Industrial and Physical Pharmacy	Summer 2020	7/3/2019	7/9/2019	Approved	PDF

Winter Break 10/20

A PDF version will be available for download if needed with complete approvals listed.

Approved By

<ul style="list-style-type: none">• [Department Head] Paula Memmer• [Dean] Paula Memmer• [SManager] Paula Memmer• [SADirector] Brian Harley	Approved on 7/9/2019
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Process for "[Approving a Study Abroad Proposal](#)".