Process for Approving a Study Abroad Program Proposal

All online study abroad program proposals will be automatically routed through the sponsoring department. If you are listed as an approver, you will receive the following email when it is your turn to sign the document:

Program Proposal: Title of Program
Program Leader: Program Leader name, email

A study abroad program application has been submitted and is awaiting your approval. If you have questions or concerns regarding the application prior to approval, please contact the program leader for further information.

Please take the appropriate action below:
- Review and approve the Study Abroad/Away proposal.
- Change approver – please use the link to notify Study Abroad if you are not the correct person to approve this proposal.
- Approver Overview – Instructional document on how to approve the proposal.

Thank You.

Office of Programs for Study Abroad

If you are not the correct person to review, please log into this link and the admin will remove you from the routing.

Click on the link to approve within the email and you will be taken to the approver page:

PURDUE UNIVERSITY.   **Study Abroad**

Logout   Departmental Study Abroad Program Proposal

Program Proposal Approval

1
⚠ Proposal Waiting for Approval

Action Required

Program Name	Department	Submitted	Status
Test Application	Industrial and Physical Pharmacy	7/29/2019	Routing

View Program Proposal

All applications that are awaiting your approval will be listed under "Action Required".

Click on program title to review. You will need to scroll through the application to review.

Logout   Departmental Study Abroad Program Proposal

Preliminary Information
Program Information

Applicant Role	Sponsoring College	Sponsoring Department
College Administrator	College of Pharmacy	Industrial and Physical Pharmacy

Program Name
Test Application

Program Term	Program Start Date	Program End Date
Winter Break 19/20	12/26/2019	01/09/2020

Program Location

Primary Country   City/Cities

Preliminary Itinerary

Uploaded:
Test page.docx   View/Download

Preliminary Budget

📄 Preliminary Budget Template

Uploaded:
Test page.pdf   View/Download

ICL Worksheet

📄 Intercultural Learning Worksheet

Uploaded:
Test page.pdf   View/Download

Note that you will need to click on the download links in order to review.

Scroll all the way to the bottom. Depending on the approver role, you will have the ability:

"Request Revision": Please ensure that you have written a note in the note section and "saved the note". This should include any instructions to the applicant of what specifically you need revised. The applicant will receive an email to complete the revisions and re-submit. Once re-submitted, the routing will continue with the approver that requested the revision.

"Approve": If everything is in order, you may approve the application and it will automatically forward to the next approver in route.

"Deny": If the program is denied, the application will need to be re-done. If the application is re-submitted, the routing will start from the beginning.
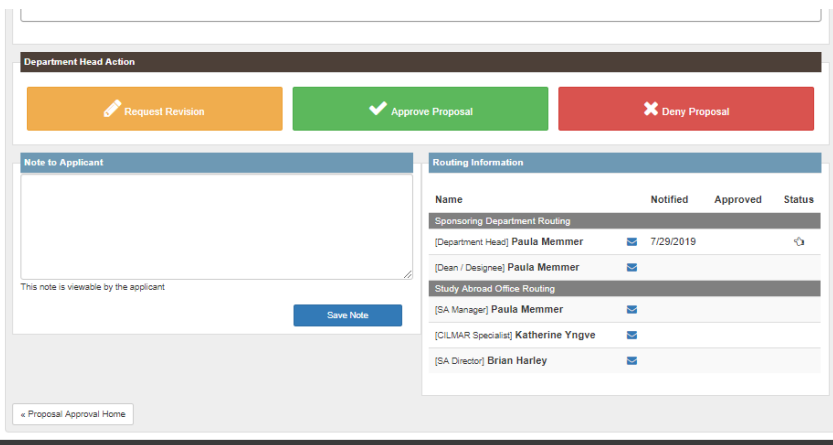
The notes section may be used by any approver. All notes will be recorded for the applicant and any future approver to review:
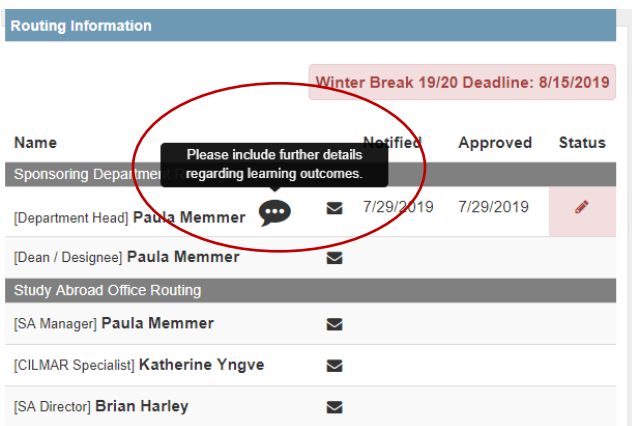
Once all approvers within the department have approved, it will automatically route through Programs for Study Abroad. Once the SA Director has approved, the applicant and business office will receive an approval email notice.
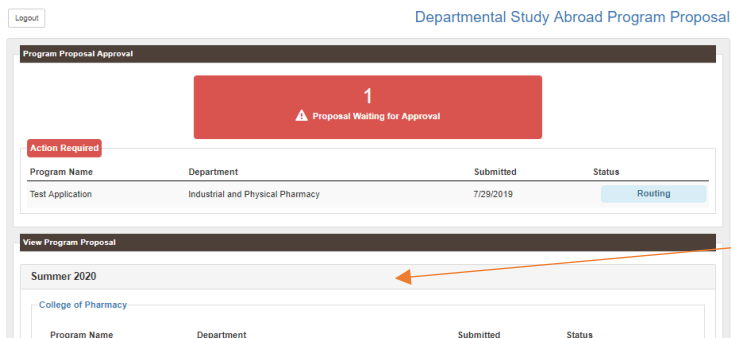
Programs that you have already approved will be listed under the term section. This will allow you to access the application at any time.

If you have questions regarding the approval routing within your department, please contact one of the following individuals for assistance.

AG	Kara Hartman	khartman@purdue.edu
CLA	Will Sartore	wsartore@purdue.edu
ENG	Jill Churchill	churchil@purdue.edu
EDU	Sunni Watson	sunniewatson@purdue.edu
HHS	Liping Cai	liping@purdue.edu
Honors	Nathan Swanson	swanso64@purdue.edu
KRAN	Maria Gabriele	gabriel2@purdue.edu
PHARM	Paula Memmer	pmemmer1@purdue.edu
PPI	Misty Clugh	mclugh@purdue.edu
SCI	Laura Starr	lstarr@purdue.edu
VetMed	Addison Sheldon	asheldon@purdue.edu

*Any additional questions: pmemmer1@purdue.edu