



**Education Abroad
Center for Global Engagement**

Faculty-led Study Abroad Program Webinar

Today's Webinar

- Proposal Submission Deadlines & Required Documents
- Timeline
- Health, Safety and COVID-19 Updates
- Important Updates and Reminders
- Recruiting
- Q&A

Presenter

Madison McShane, Director – Education Abroad

Proposal Submission Deadlines

Spring 2022 Programs:

Thursday, June 24, 2021

Summer 2022 Programs:

Thursday, June 24, 2021 - Early submission option.

Thursday, July 22, 2021 - Official submission deadline for all summer 2022 programs.



Required Documents

Documents 1 – 7 are due by proposal submission deadline of June 24 or July 22.

1. Faculty-Led Program Application
2. Quote documentation for program expenditures - expenses to consider
3. Review entire Faculty Handbook
4. Signature page of the Faculty Handbook
5. Tentative daily travel itinerary
6. Faculty-Led Safety & Security Plan
7. Tentative syllabi for all courses being offered

Required Documents

Documents 8 - 12 will be due after proposal evaluation. An exact deadline will be provided with email notification of proposal review.

8. Faculty-Led Program Budget Form with any updated quotes for expenditures
9. Program Leader Emergency, Health, & Reimbursement Form
10. Family & Friends Disclosure Form
11. Family & Friends Release and Assumption of Risk Form
12. Clear color copy of the biographical page of passport

Please note - additional documents or approvals may be required as we continue to navigate the situation with COVID-19.

Proposal Process Timeline

June 24 deadline for spring & early summer submission option

Mid-late July

- Notification email to faculty leaders of proposal review and evaluation.

Mid-August

- Submission deadline of additional required documentation (#8-12) and proposal edits. Exact deadline will be provided in notification email.

Mid-late
September

- Program flyer complete and study abroad program application opens.

Proposal Process Timeline

July 22 official submission deadline for summer 2022 programs

Mid-late August

- Notification email to faculty leaders of proposal review and evaluation.

Mid-September

- Submission deadline of additional required documentation (#8-12) and proposal edits. Exact deadline will be provided in notification email.

Mid-late October

- Program flyer complete and study abroad program application opens.

Health, Safety and COVID-19 Updates

- U.S. Department of State Travel Advisory Update on April 19, 2021
- Travel Advisory Country Specific Link:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- STEP: <https://step.state.gov/step/>
- “Responsible Education Abroad: Best Practices for Health, Safety, and Security”
<https://www.nafsa.org/sites/default/files/media/document/responsible-education-abroad-2021.pdf>

Important Updates

1. All faculty-led programs are required to utilize a vetted program provider or international partner university for program support.
2. All faculty-led programs must have either two FAU faculty/staff in-country during full length of program or at least one FAU faculty member with 24/hr access and support from an in-country coordinator for the full length of the program.



Reminders

- Mandatory student pre-departure meeting hosted by faculty leaders
- Required pre-departure orientation hosted by Education Abroad
- Faculty leader Health and Safety Training attendance required
- Obtain vendor quote before submitting proposal and include in proposal submission with vendor name and contact info
- You are subject to University policies regarding allowable expenses, so build budgets accordingly

Recruiting

- Information session (in-person and/or virtual)
- Fall 2021 and Spring 2022 Study Abroad Fair
- Share program information on department/college social media platforms
- Classroom visits
- Share program flyer with colleagues
- Link program information on your department or college website
- Send EA past photos/videos for social media/website
- Study abroad scholarship opportunities

Questions & Answers

