

FY 2025 Faculty-Led Proposals Check List

EA Requirements

- Complete all sections of the proposal form, including signatures. The funding section should be signed.
- Include a syllabus for each course that is being added to the original approved proposal.
- Include a preliminary itinerary for the program, including any planned courses, field experiences, and other activities during the course or pre/post departure from the U.S.
- The signature of the dean's delegate will be obtained by your education abroad college liaison(s).
- Include a CV (no longer than two pages) for each faculty member.
- Verify that all the courses proposed have received approval to be taught in non-traditional duration.
- If requesting International and Cultural Diversity (ICD) or Cultural Discourse (CD) for study abroad course(s), attach the ICD or CD request form with an additional copy of the syllabus to be reviewed by the AOC Dean.

College Requirements

- ArtSci Faculty Leader Information Form
- Recruitment Plan - if failed to meet minimums or if new program

Optional Supplemental Materials

- Budget for program (including per student cost)
- Provider proposal