

Office of Global Engagement Faculty-led Study Abroad Program Final Proposal Information

Once the Initial Proposal has been reviewed and approved by OGE, Chair, and Dean, faculty leaders may move into the Final Proposal phase and begin to develop the required materials in consultation with OGE.

Final Proposal Materials

The Final Proposal will require the submission of the following items via the Terra Dotta Application Portal.

1. Final Proposal Form
2. Location-specific Course Syllabus (not MCS)
3. Detailed Preliminary Itinerary
4. Program Budget-Expense Worksheet
5. Field Trip Form

OGE has developed forms and templates for each of these items to simplify the process for faculty leaders. The form or templates for each of the items above can be found in the Faculty-led Study Abroad Program in the Program Information section in the Program Proposals/Final Proposal/Forms & Templates.

Program Budget

It will be important for faculty leaders to meet with me to discuss the program budget before the proposed final budget is submitted via the Terra Dotta Application Portal. OGE instructions for the Budget-Expense Worksheet and guidelines on the various types of line-items for the budget can be found in the Faculty-led Study Abroad Program in the Program Information in Program Information/OGE Budget-Expense Guidelines.

Overview of Final Proposal Review Process

1. After collaborating in the development of the Final Proposal materials with OGE, faculty leaders will submit the following documents via Terra Dotta Application Portal.
2. OGE will review and evaluate the Final Proposal materials using Final Proposal Evaluation and Recommendation Rubric.
3. OGE will prepare the Final Proposal Review, a single .pdf document consisting of: (1) Final Proposal Evaluation and Recommendation Rubric; (2) Final Proposal Form; (3) Course Syllabus; (4) Detailed Preliminary Itinerary; (5) Budget-Expense Worksheet; (6) Field Trip form. The Review Document will be uploaded to Terra Dotta.
4. The Final Proposal Review document will be reviewed and approved by your Dean.
5. After the Dean has reviewed the Final Proposal Review document, it will be reviewed and approved by the Provost or Provost's designee.
6. After the Final Proposal has been review by Dean and Provost, OGE will notify faculty leaders of the approval decision and next steps.

The Office of Global Engagement encourages faculty interested in developing and proposing a CMU Faculty-led Study Abroad Program to schedule an initial consultation with WebEx or Teams.

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