Outline for Proposals

Meeting the requirements of and conforming to the [general guidelines for proposals](https://overseas.iu.edu/policies/program-dev/proposals/outline.html), sponsors of proposed programs should provide as much of the following information as possible, but not every question will apply to every proposal so respond only to those which are applicable. Consult the Office of Overseas Study for assistance and guidance. Proposals and all supporting materials should be submitted via the [iAbroad portal](https://iabroad.iu.edu/istart/controllers/admin/AdminEngine.cfm); under Program Management, select “Start New Program Proposal”.

**A. Basic Description of the Program**

1. Briefly describe the proposed program and its location. Provide a program mission statement.
2. At what academic institution abroad will the program take place, if any?
3. Sponsoring academic units at Indiana University
4. Co-sponsoring U.S. institutions or organizations, if any
5. Co-sponsoring host community organizations and program providers, if any
6. Dates of the program and frequency of repetition [Note: IU policy discourages program overlap with regular home campus classes that result in students missing classes.]
7. Estimated number of participants; minimum and maximum numbers that program can accommodate

**B. Rationale**

1. What is the educational rationale for conducting this program overseas?
2. Is there any conflict or overlap with existing IU programs overseas?
3. What evidence is there of IU student demand/need for this program?
4. Explain how the site was chosen and evaluated.

**C. Eligibility**

1. Academic requirements (minimum GPA, prerequisites, class standing, language level) [Note: IU policy prohibits participation of students on academic or disciplinary probation]
2. Open to students from all IU schools and/or campuses? Students outside IU? [Note: It is not common to open IU programs to outside students due to the complex logistical issues.]

**D. Orientation Programming**

1. Describe the pre-departure orientation (how many sessions; who will conduct them; content)
2. Describe the on-site orientation (who will conduct it; content). Distinguish between academic preparation sessions and those that focus on logistics.

**E. Educational Program Abroad**

[Note: Proposals for non-credit programs need only respond to item E.9]

1. Briefly describe the overall instructional program
2. How many credits will each participant be required to take?
3. Indicate whether students will be enrolled in:
   1. Courses taught by an accompanying U.S. faculty member
      1. Provide syllabi for courses that will be taught and the IU equivalent course number for each.
      2. Provide CV and/or list of qualifications.
   2. Regular host university courses
      1. Provide description of university, range of courses offered, and illustrative courses descriptions.
   3. Special courses for international students taught by host country faculty
      1. Provide course descriptions for courses that will be taught and the IU equivalent course number for each.
      2. Provide CV’s and/or list of qualifications of instructors.
4. Which major, distribution or other requirements can be satisfied on the program?
5. Outline the instructional schedule and provide the classroom contact hours [Note: IU courses traditionally involve 12.5 hours in a classroom setting per 1 credit hour and incorporate lab hours at a 50% value. Therefore, pedagogical time outside of a classroom setting (museum tours, meetings with local authorities, etc.) should probably be factored in at a 2:1 ratio.] See some additional [guidance on planning time abroad](https://overseas.iu.edu/docs/policies/Time_Abroad_Guidance.docx).
6. Describe classroom or other teaching facilities on site
7. Who will determine students’ grades and on what basis?
8. If student research is involved, provide documentation showing [Human Subjects approval](https://policies.iu.edu/policies/rp-11-004-research-human-subjects/index.html), as appropriate.
9. If the program uses service-learning as a teaching strategy or engages students in volunteer experiences, follow [these guidelines](https://abroad.iu.edu/docs/policies/SLorVol.html). Please provide a letter from the host community or host organization(s) which conveys their openness to your presence.
10. If non-credit, describe the program's purpose and activities

Note: If any planned activities abroad include contact with children, see [information on policies and procedures](https://overseas.iu.edu/policies/safety-responsibility/pic.html).

Note: If any planned activities abroad include snorkeling or SCUBA diving, see [information on policies and procedures](https://policies.iu.edu/policies/ps-ehs-08-snorkeling-scuba-diving/index.html).

**F. Student Learning and Development**

1. Describe how the program will bring IU students into direct contact with the host culture in meaningful ways.
2. Indicate how the program incorporates the program site into its pedagogy.
3. How will the program link discipline-specific learning outcomes to the location of the program?
4. How will the program provide language development appropriate to the mission of the program?
5. Describe how the students' international experiences will be integrated upon return to campus (re-entry activities, student publications, exhibits, etc.).

**G. Support Services Abroad**

1. Will there be a U.S. faculty resident director on site?

*Please note that if the faculty or staff member does not have additional on-site staffing, he/she must attend to a wide range of student issues, including logistical, academic, personal, medical and emergency response. (Some program models provide for additional on-site support to handle these circumstances.) There will be resource materials and an annual workshop for those who have received approval to teach for or direct a program.*

*It is recommended that all programs include two responsible individuals so that there Is always someone on hand to deal with crisis matters. The second-in-command might be another faculty member, a staff member or an advanced graduate student.*

*Is the IU faculty or staff member prepared for the* [*responsibilities*](https://abroad.iu.edu/docs/policies/RD_Responsibilities.html) *associated with education abroad programs?*

1. If there will not be a U.S. faculty resident director, describe the office or individual overseas who will address students’ logistical, academic, personal, medical, and emergency concerns.

**H. Health, Safety and Security**

Review the Country Specific Information Sheet(s) for your destination(s) at the [Web site of the U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html) and the Health Information for Travelers of the [Centers for Disease Control](https://wwwnc.cdc.gov/travel) and respond to issues raised.

Note: Except in special circumstances, Indiana University will not offer or support study abroad in countries that are under a State Department Level 3 Travel Advisory. (No exemptions will be considered for Level 4 countries or “do not travel” regions of countries under other levels.) Requests for exemptions based on "special circumstances" are evaluated on a program-by-program basis through a [process established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC)](https://overseas.iu.edu/policies/safety-responsibility/travel-advisories.html). The Committee has the authority to make the final decision on such requests from program organizers.

Note: Programs involving children must comply with all Indiana University requirements, as outlined in the [policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC)](https://overseas.iu.edu/policies/safety-responsibility/pic.html).

What safety and security preparation will be provided by the group? What security measures will be taken on their behalf?

All programs must explicitly address health, safety, and security for their program, including how related situations would be handled if/when they arise. This can be done by submitting the [IU Education Abroad Health, Safety & Security Plan](https://overseas.iu.edu/docs/forms/HSS_Plan.doc). Plans are also filed with the head of the department administering the program so that these officials are aware of the details. Programs sponsored by a regional campus will also submit this form to the assigned [campus coordinator](https://overseas.iu.edu/about/campus-coordinators/index.html).

**I. Supplementary Activities**

Describe excursions or group activities and how they directly complement the academic program. It is important to disclose all planned activities in detail so that Overseas Study can review them. Unapproved activities may explore the program leader to personal liability.

IU will not authorize high risk activities.

Consider the risk factors associated with the supplementary activities you organize on behalf of IU. Make clear in program materials which activities are expected of the participants vs. those offered as recommendation for their free time. Although you may have little control over what students do on their own time, we expect program leaders to guide students if their choices put them at risk.

Offer students alternative options when/if they are uncomfortable or unable to meet the demands of supplementary activities. Do not organize or recommend activities if you are not familiar with the local vendors who are offering them.

Consider building in an activity with IU alumni abroad. Contact the IU Alumni Association [intlalum@indiana.edu](mailto:intlalum@indiana.edu) for assistance.

Note: If any planned activities abroad include contact with children, see [information on policies and procedures](https://overseas.iu.edu/policies/safety-responsibility/pic.html).

Note: If any planned activities abroad include snorkeling or SCUBA diving, see [information on policies and procedures](https://policies.iu.edu/policies/ps-ehs-08-snorkeling-scuba-diving/index.html).

**J. Room and Board**

Describe student housing accommodations and meal arrangements in detail.

Note: Indiana University requires that sleeping arrangements provide for a separate bed for each program participant.

**K. Student Budget**

1. What fee will IU charge for this program?
2. What costs will the IU fee include? (fees to host institution, room & board, health insurance, excursions, books and other materials)
3. If not included in the IU fee, what are estimated costs for room and board, personal expenses and international airfare?

**L. Program Budget**

Contact the Office of Overseas Study for assistance in preparing a realistic budget projection. You will need to consider costs for the following:

* Salaries for instructional staff
* U.S. staff travel to program site
* U.S. staff displacement allowance
* Tuition & fees to host institution abroad
* Fees for use of instructional space
* Administrative costs (publicity, office expenses)
* Group excursions (bus rental, hotels, guides, admission fees, etc.)
* Student housing (if paid through program fee)
* Student meals (if included in program fee)

Note that although each program operates a little differently, there are some general financial rules that apply. Each program should plan accordingly to make payments in advance or to make financial resources available for accompanying staff members to pay for various program expenses as they arise. Please note that University policies prohibit mixing personal and program funds, so you should not count on using your own personal bank account as a vehicle for transferring funds abroad.

**M. Program Administration**

Describe the procedure for registering students, collecting fees, paying program costs abroad, enrolling participants in student health insurance, conducting checks of academic and disciplinary records, collecting and retaining documents (Agreement and Release forms, emergency contact information, medical history forms), etc.

* Who will establish program policies, including withdrawal and refund policies?
* Who will establish the protocol for behavioral expectations, including developing a clear definition of behavior that warrants dismissal of a student from the program?
* If the program involves activities with children, who will pursue background checks for all faculty, staff, students, volunteers and who will register the program with the University Superintendent of Public Safety by filling out the online form located in One.IU, under Programs Involving Children, per the [policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC](https://overseas.iu.edu/policies/safety-responsibility/pic.html))?

Guidelines for Proposals

The President of Indiana University has authorized the [Overseas Study Advisory Council](https://overseas.iu.edu/policies/program-dev/proposals/osac.html) to approve or disapprove all proposals for any type of study abroad program organized for IU students, whether or not for credit. The major criteria applied in evaluating proposals for new programs are academic quality, cultural enrichment, student costs, impact on existing programs, administrative efficiency, financial solvency, and student health and safety. Proposals are usually prepared by one or more faculty members with assistance from the Office of Overseas Study, the campus international programs office, and their home department(s).

**The Approval Process**

Draft proposals for new programs are first submitted to the Office of Overseas Study for a preliminary review by an experienced staff, who can answer questions about program organization, budgets, credits and university regulations. They can help identify problems or ambiguities so that the proposal is clear and complete. IUPUI, IUSB and IPFW international programs offices also provide assistance for their campuses and require approval of proposal drafts.

Most proposals for new programs will be reviewed by the Overseas Study Advisory Council (OSAC), or a subcommittee thereof. The faculty sponsor may be asked to meet with the members of the Council to discuss the proposal. Programs are approved with the proviso that the sponsor must adhere to the [monitoring process](https://overseas.iu.edu/policies/program-dev/proposals/evaluation.html) in order to receive reauthorization for the program.

Program designs can vary significantly, and could include short-term, stand alone programs (during a summer term or a semester/winter break), semester-long courses with some component overseas (spring or fall break or after the end of term), long-term (semester or academic year) study abroad, or other models. Courses could be designed for limited audiences (a select group of pre-determined students) or open to students across schools or campuses; offered as non-credit or for credit.

**Deadlines for Submission of Proposals**

Draft proposals may be submitted to the Office of Overseas Study at any time. They should be submitted in electronic format (as attached files to e-mail or on disk or CD). Estimated time for completion of the review and approval process is a minimum of 30 days.

Advance planning is essential. The Overseas Study Advisory Council must approve all proposals before any recruiting, advertising, or scheduling for the proposed program begins. Organizers should recognize and consider the time required to obtain necessary course approvals, guarantees of financial support, and to make the necessary logistical arrangements both here and overseas.

Ideally, the planning process should begin 12 to 15 months in advance of the program’s projected start date.

**Preparing the Proposal**

Completed proposals must include a clear description, following the guidelines outlined below.

**Supporting Letters**

Proposals should be accompanied by two letters, sent under separate cover, to the IU Associate Vice President for Overseas Study ([overseas@iu.edu](mailto:overseas@iu.edu)): one from the chairperson or division head, and one from the Dean (IUB and IUPUI) or Chancellor (other IU campuses) of the sponsoring faculty member. These letters should confirm:

* 1. that the proposed program has been approved by the faculty member’s academic unit and by the relevant college, school or campus;
  2. that the proposal is considered a valuable academic program which will enhance their course offerings;
  3. that the faculty member has demonstrated strong leadership, been a good role model and would be capable of responding to a crisis on site, with examples that would speak to these skills (see a description of the position [responsibilities](https://overseas.iu.edu/docs/policies/RD_Responsibilities.pdf)); and
  4. what the department’s financial contribution to the program will be, if any. (The salaries and reasonable travel-related expenses for accompanying faculty directors/instructors may be provided by the home department/school and/or included in the budget based on student fees.)

If the program uses service-learning as a teaching strategy or engages students in volunteer experience, please provide a letter from the host community or host organization(s) which conveys their openness to your presence.

**After the Program is Approved**

Once OSAC approves the program for its first occurrence, the resident director or coordinator should contact Overseas Study to obtain IU student Agreement and Release Forms and for access to appropriate student insurance while abroad.

**Continuing Program Authorization**

After each program occurrence, the program sponsor must submit a written report (see Guidelines for Resident Director Reports) and evaluations from all student participants to Overseas Study so that continuing program approval can be considered. For more information about OSAC's program evaluation policy and continuing program authorization, please see the [Overseas Study Program Evaluation Policy](https://overseas.iu.edu/policies/program-dev/proposals/evaluation.html).

**Resource Materials**

Indiana University is a member of The Forum on Education Abroad and supports its Standards of Good Practice. Forum members developed these standards for the field so that there would be an agreed-upon set of best practices on all aspects of study abroad, including student selection, academics, policies and procedures, health and safety, ethics and integrity, etc. These can guide you as you develop your program.

IU has created an [abbreviated outline of the Standards](https://overseas.iu.edu/docs/policies/abb_standards.pdf). For the full set of Standards and queries, see the [Forum on Education Abroad Web site](https://forumea.org/resources/standards-of-good-practice/).