Outline – Proposals for Non-Credit Student Activities Abroad (e.g., field research, musical performance, sports activities, etc.)

***If individual students are traveling abroad alone, based on a faculty or staff members’ recommendation or encouragement, no proposal is needed, even if the students have IU funding to support their travel. No proposal is needed if students are attending conferences organized for their field even if IU staff is assisting with payments for the conference activities.***

***This abbreviated form should be used when a faculty or staff member is involved in establishing or facilitating arrangements, e.g., creating opportunities for research, scheduling musical performances or sports activities or setting up other non-credit travel abroad for students (including conference attendance). Proposals for service/volunteer activities should use the*** [***standard outline***](https://overseas.iu.edu/policies/program-dev/proposals/outline.html)***.***

*Contact IU Education Abroad if you need clarification on what type of activities need a proposal and which form to use. NOTE: Proposals should be submitted via email the* [*iAbroad portal*](https://iabroad.iu.edu/istart/controllers/admin/AdminEngine.cfm)*.*

**A. Basic Description**

Include name of any accompanying IU faculty or staff.

**B. Activity Abroad**

Describe the activities of the student(s) with dates of those activities. Provide an itinerary if traveling to more than one destination.

**C. Support Services Abroad**

Who will address students’ logistical, academic, personal, medical, and emergency concerns?

**D. 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.) Request 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-warnings.html). The Committee has the authority to make the final decision on such requests from program organizers.

How will health, safety and security issues be addressed?

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).

**E. Supplementary Activities**

Describe any supplementary activities and how they complement the trip objectives.

**F. Room and Board**

Describe student housing accommodations and meal arrangements.

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

**G. Additional Materials**

Please submit the following documents:

* Letter or email of support from the chair or head of unit.

**H. Administration**

Only if relevant, describe the procedure for collecting fees, paying 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 participation policies? Who will establish the protocol for behavioral expectations, including developing a clear definition of behavior that warrants dismissal of a student from the activity?

Institutional Policies

Note: All educational activities abroad must follow Indiana University policies, including, but not limited to, [Research with Human Subjects](https://policies.iu.edu/policies/rp-11-004-research-human-subjects/index.html), [Programs Involving Children](https://overseas.iu.edu/policies/safety-responsibility/pic.html), and [Snorkeling and SCUBA Diving](https://policies.iu.edu/policies/ps-ehs-08-snorkeling-scuba-diving/index.html).