

Quick Guide: Faculty-Led Program Proposal

This guide will walk you through the online proposal process. If you have trouble navigating the application system, you may contact Katherine Hale in Study Abroad & Global Learning at 5-2571 or katherine.hale@wku.edu.

General Tips:

- Use your WKU NetID to login.
- Save your responses frequently.
- To return to your proposal after you have started it, go to www.wku.edu/studyabroad and click 'Login to My Application' or the 'Login' link in the top right corner.

STEP 1: Starting the Online Proposal

1. Go to <https://wku-ip.terradotta.com/?go=proposal> and click 'Start Proposal' (as shown below).

Terms / Deadlines:				
Term	Year	Submission Deadline	Start Date	End Date
Summer proposal	2020	04/01/2019	TBA	TBA
Spring proposal	2020	04/15/2019	TBA	TBA
Winter proposal	2020	04/15/2019	TBA	TBA
Fall proposal	2020	04/01/2019	TBA	TBA

2. Select 'OK' when asked if you wish to create a new proposal.
3. Select the option to login with your NetID and password (as shown below). DO NOT create new credentials or the system will not allow you to apply.

Please indicate how you will be logging in:

- ☒ I have a NetID username and password.
- ☐ I have login credentials to this site that I received by email.
- ☐ I do not have login credentials to this site.

Submit

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STEP 2: Building the Program Itinerary

1. Once logged in, select the term and year when your proposed program will take place.
2. Build your tentative program itinerary following the instructions below.
 - a. Start by entering the arrival and departure dates for the first city on the itinerary.
Note: *It is easier to type the date instead of using the pop-up calendar, which always defaults to the current date.*
 - b. Click 'Add to Itinerary' after you have entered the dates and location (as shown below).

Tentative Program Itinerary

Please select the tentative arrival and departure dates for each destination in the program itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Once you have entered all tentative destinations and dates, scroll to the bottom of the page and click 'Continue' to proceed.

Current Itinerary:


Arrival Date: 06/05/2020

Departure Date: 06/07/2020

Location: Find location: buenos aires

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above: Search

Buenos Aires, Argentina (Latin America)




Add to Itinerary

- c. If you realize you have made a mistake, click the 'x' next to the city and dates to delete the information.

Tentative Program Itinerary

Please select the tentative arrival and departure dates for each destination in the program itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button. Once you have entered all tentative destinations and dates, scroll to the bottom of the page and click 'Continue' to proceed.

Current Itinerary:

 Buenos Aires, Argentina	From: 06/05/2020	To: 06/07/2020
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- d. Add all tentative dates and locations to the itinerary.
- e. If a city on your itinerary is not in the system, email or call Katherine Hale (katherine.hale@wku.edu, 5-2571) to request that the location be added to the database.
Note: You may proceed with the proposal and SAGL can update your itinerary with the missing city once it has been added.
- f. After entering all the itinerary info, scroll down and click 'Continue' at the bottom of the screen (as shown below).

✖	Buenos Aires, Argentina	From: 06/05/2020	To: 06/07/2020
✖	Mendoza, Argentina	From: 06/07/2020	To: 06/12/2020
✖	Cordoba, Argentina	From: 06/12/2020	To: 06/20/2020
✖	Buenos Aires, Argentina	From: 06/20/2020	To: 06/21/2020

Arrival Date:

Departure Date:

Location: Find location:

Aachen, Germany (Europe)

Aalborg, Denmark (Europe)

Aarhus, Denmark (Europe)

Abu Dhabi, United Arab Emirates (Middle East)

Accra, Ghana (Africa)

Addis Ababa, Ethiopia (Africa)

Adelaide, Australia (Australia/Pacific Islands(Oceania))

Agadir, Morocco (Africa)

Agra, India (Asia)

Agrianto, Italy (Europe)

Ahmedabad, India (Asia)

Add to Itinerary

Continue
Cancel


STEP 3: Filling out the Proposal

1. The application homepage contains the forms you are required to submit as part of the proposal. Click on each item in the right column to open it and complete the requested information.

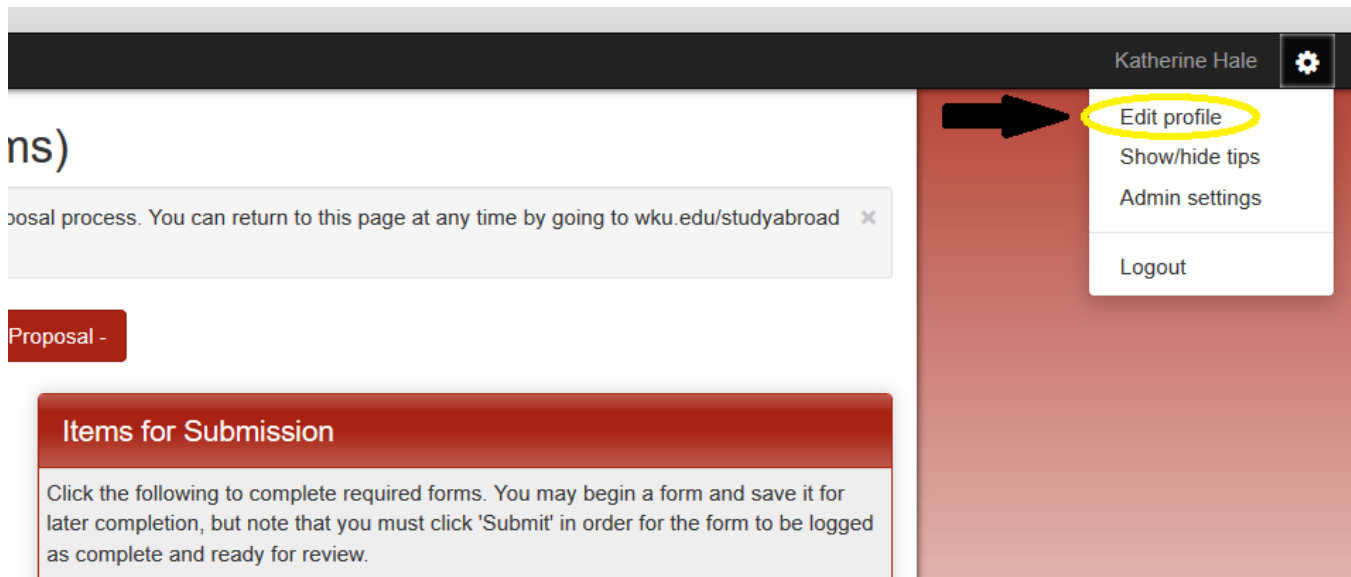
<p>Katherine Rose Hale</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>Program:</td> <td>Faculty-Led Program Proposal</td> </tr> <tr> <td>Term/Year:</td> <td>Summer proposal, 2020</td> </tr> <tr> <td>Deadline:</td> <td>04/01/2019</td> </tr> <tr> <td>Dates:</td> <td>06/05/2020 - 06/21/2020</td> </tr> </tbody> </table> <p>Instructions</p> <p>Please complete and submit each part of the proposal in the right-hand column by the deadline indicated above. After submission, all individuals who will need to be involved with approving the proposal (including your Department Chair, Dean or</p>	Program:	Faculty-Led Program Proposal	Term/Year:	Summer proposal, 2020	Deadline:	04/01/2019	Dates:	06/05/2020 - 06/21/2020	<p>Items for Submission</p> <p>Click the following to complete required forms. You may begin a form and save it for later completion, but note that you must click 'Submit' in order for the form to be logged as complete and ready for review.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Part 1: Basic Program Information</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Part 2: Program Leadership</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Part 3: Academic Information</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Part 4: Target Audience & Minimum Eligibility Requirements</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Part 5: Risk Management & Contingency Planning</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Part 1: Basic Program Information	<input type="checkbox"/>	Part 2: Program Leadership	<input type="checkbox"/>	Part 3: Academic Information	<input type="checkbox"/>	Part 4: Target Audience & Minimum Eligibility Requirements	<input type="checkbox"/>	Part 5: Risk Management & Contingency Planning	<input type="checkbox"/>
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2. **IMPORTANT: Save frequently.** Information you have entered will be lost if the system times out and you have not saved the form.
3. You can return to a saved or submitted form to edit by clicking on the pencil icon (as shown below).

Items for Submission	
Click the following to complete required forms. You may begin a form and save it for later completion, but note that you must click 'Submit' in order for the form to be logged as complete and ready for review.	
Title	Received
Part 1: Basic Program Information	<input checked="" type="checkbox"/> 
Part 2: Program Leadership	<input type="checkbox"/>
Part 3: Academic Information	<input type="checkbox"/>
Part 4: Target Audience & Minimum Eligibility Requirements	<input type="checkbox"/>
Part 5: Risk Management & Contingency Planning	<input type="checkbox"/>

4. Be sure to sign the Faculty Leader Acknowledgement and review the evaluation rubric.
Note: *If the system asks you to print and obtain a parent signature, you need to add your date of birth in your profile. To do this, click the settings icon in the top right corner to access and edit your profile (as shown below), then return to your homepage to sign the document electronically.*



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posal process. You can return to this page at any time by going to wku.edu/studyabroad ✕

Proposal -

Items for Submission

Click the following to complete required forms. You may begin a form and save it for later completion, but note that you must click 'Submit' in order for the form to be logged as complete and ready for review.

5. Once you have completed all items in the proposal, click the 'Submit Proposal' button at the top of the screen.

Next Steps: Global Learning & International Affairs staff members will check for completeness and forward the proposal to academic administrators for final review and approval. After approval, each program leader will need to fill out an individual program leader application to provide personal information needed for administrative purposes and to review informational/training materials.