**AGREEMENT AND PROPOSAL PROCESS FOR NEW FACULTY LED STUDY ABROAD PROGRAMS**

**ORIGIN and INITIATION STAGE**
OSU faculty member(s) consider leading program abroad. The Faculty Led Study Abroad Program Development Coordinator in IDEA is made aware of potential program via email and confirms the next steps for faculty leader(s).

**PROTOCOL DRAFTING STAGE**
Faculty Led Study Abroad Program Development Coordinator provides support to faculty leader, who is responsible for writing the program proposal.

**CONTRACT DRAFTING STAGE**
Using appropriate template from OSU the program contract is drafted by IDEA and reviewed by faculty leader and OSU Contract Services.

**Recommendations for Revision**

**PROPOSAL PRESENTATION STAGE**
Proposal is made before Education Abroad Committee (EAC) Faculty-led Subcommittee. IDEA schedules proposal review meeting and tracks decisions, questions, etc.

**CONTRACT FINALIZATION STAGE**
Final revisions to program contract are drafted by IDEA and submitted to Contract Services for final review.

**AGREEMENT SIGNATURE STAGE**
IDEA helps to facilitate the collection of required signatures and distribution of fully executed copies to all stakeholders.

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**Timeline for process:** It is recommended that new program proposals are reviewed by the Education Abroad Committee at least one year before students participate. This timeline is optimal due to the process of finalizing in-country logistics, legal contracting and student recruitment. Discussions regarding any necessary legal agreements should occur early in the drafting of the proposal.

Example: For programs occurring in June, the proposal should be submitted by May 1 of the preceding year.