



University at Buffalo
The State University of New York

Office of International Education
Study Abroad Programs

STUDY ABROAD PROGRAM PROPOSAL FORM

This form is to be used for **new programs**. Please submit the items from the checklist below via email to Adam Rubin, Assistant Vice Provost and Director of Education Abroad, at ARubin@buffalo.edu by **April 1st** for Winter/Spring programs or by **September 1st** for Summer/Fall programs. Once submitted, Study Abroad Programs and the Office of International Education (OIE) will assist in preparing a fully developed program budget. The finalized proposal form and budget will then be routed for approval.

Proposal Form Checklist and Attachments:

Complete all sections of the application form, including faculty signatures.

Attach a CV (no longer than two-pages) for participating program personnel. Define the individual's roles and responsibilities in delivering the program.

Please attach a description of the academic program including a syllabus for each course offered during the program. For each course offered, please include: course title, level, number of credit hours, prerequisites, description of academic content (including examples of course-related activities outside the classroom), and means of evaluation. Indicate the degree to which local faculty and aspects of the host culture and environment will be woven into the program and courses. Include the numbers, type and general credentials of local faculty/speakers to be used, as well as the nature and level of contacts already made.

Please attach a brief rationale for the proposed program. This should include a description of the benefits to UB students, examples of curricular enhancement, and how the program will contribute to the overall internationalization of your academic unit and the university. It should also demonstrate how the program is consistent with departmental and university priorities, particularly in the international area.

Attach a preliminary itinerary for the program, including any planned courses, field experiences and other activities during the course or pre/post departure from the U.S.

Term: _____ Year: _____

Program Title: _____

Program Leader: _____

Department: _____

Campus Address: _____ E-mail: _____

Co-Leader(s) (if applicable): _____

Department(s): _____

Campus Address: _____ E-mail: _____

Responsibilities of each Co-Leader (or attach a position description)

Other Personnel, including instructors, assistants, and logistical coordinators. Please indicate the name, organization, and role and responsibilities of each individual. If the individual is not yet named, indicate TBN, and list their role and responsibilities.

Program Site(s) (city/country): _____

Program Length: _____ Weeks Dates (mm/dd/yy): _____ to _____

Course Code and Number to be Used for Grading: _____

Credit Hours for this Overseas Course: _____

Anticipated Frequency of Program: Once Bi-annually Annually

Projected Number of Undergraduate Participants: _____(min) to _____(max)

Projected Number of Graduate Participants: _____(min) to _____(max)

Open to non-UB students? other SUNY outside SUNY

If for any reason you are unable to conduct this course, who will/can take your place?

Assistance and Cooperation

Please indicate any cooperating universities/organizations in the US and/or abroad (e.g. for logistical support, student recruitment, etc.).

Student Recruitment & Selection

Majors from which students are likely to be drawn:

Please describe your planned strategy for recruiting qualified students:

Please indicate any criteria to be used for participant selection:

Level: freshman sophomore junior senior grad

Field(s) of study: _____

Minimum GPA: _____

Other prerequisites (e.g. language):

Proposed Program Budget

Please complete the budget below with the most accurate figures available and attach any applicable quotations or reference source(s) of cost estimates. A budget may also be created in Excel and attached to this form. Please be sure to include all applicable budget items from below in your Excel file.

For costs that will be paid in local currency, please provide these amounts in the local currency and indicate the currency being used (i.e. do not convert local currency amounts into USD).

Study Abroad Programs will review the budget proposal and add administrative costs and other fixed costs to create the total program budget and determine the cost per student.

Salaries & Honoraria			
UB & Other Stateside Hires	Name	Title	Amount
Person A:		Program Leader	
Person B:			
Person C:			

Overseas Honoraria & Other International Hires	Name	Title	Amount
Person D:			
Person E:			
Person F:			

Transportation			
Person A Transportation	# of Days	Cost per Day	Total (indicate currency)
Airfare			
Stateside Surface			
Overseas Surface			

Person B Transportation	# of Days	Cost per Day	Total (indicate currency)
Airfare			
Stateside Surface			
Overseas Surface			

Person C Transportation	# of Days	Cost per Day	Total (indicate currency)
Airfare			
Stateside Surface			
Overseas Surface			

Other Transportation	# of Days	Cost per Day	Total (indicate currency)
Student/Group			
Other (define below)			

Lodging			
Person A Lodging	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
Location 1:			
Location 2:			
Late Departure			

Person B Lodging	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
Location 1:			
Location 2:			
Late Departure			

Person C Lodging	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
Location 1:			
Location 2:			
Late Departure			

Student Lodging	# of Days	Cost per Day	Total (indicate currency)
Location 1:			
Location 2:			

Other Lodging (define below)	# of Days	Cost per Day	Total (indicate currency)

Meals

Person A Meals	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
During Program			
Late Departure			

Person B Meals	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
During Program			
Late Departure			

Person C Meals	# of Days	Cost per Day	Total (indicate currency)
Early Arrival			
During Program			
Late Departure			

Student Meals	# of Days	Cost per Day	Total (indicate currency)
Student Meals			
Group Meals			
Other (define below)			

Additional Overseas Expenses

	# of Persons or Units	Cost per Person or per Unit	Totals (indicate currency)
Tuition – Overseas Campus			
Classroom Rental			
Cultural Activities/Event Fees			
Misc: Telecommunications			
Misc: Supplies, photocopies, etc.			
Other costs (define below)			

Student Out of Pocket Expenses	
Expenses Not Included in Program Budget	Cost per Person (indicate currency)
Student Transportation: Air	
Recommended amount for additional meals:	
Recommended amount for personal expenses:	
Other (please define):	
Other (please define):	
Other (please define):	

Student Travel and Local Arrangements:

Student travel arrangements to overseas site:

independent flights (students met by program director upon arrival overseas)

other: _____

Housing arrangements on-site:

hotel student residence halls local apartments

homestays arranged by _____

other: _____

On-site classroom arrangements (e.g. rented at local university, in town, etc.):

Other: _____

Program Leader Signature: As the proposed leader(s) of this study abroad program, I affirm I understand and accept the responsibilities associated with being a study abroad program leader,

1. I have disclosed to my supervisor and to the Assistant Vice Provost and Director of Education Abroad any relationship or activity that could impact my compliance with the University at Buffalo's Nepotism Policy <http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/nepotism.html>.

I further affirm that I will:

2. Participate in all faculty pre-departure briefings
3. Provide pre-departure sessions for participating students
4. Comply with the laws and regulations of the nations visited
5. Comply with all applicable policies and procedures of the University of Buffalo and the State University of New York

Program Leader: _____

Department: _____

Signature: _____

Date: _____

Program Co-Leader: _____

Department: _____

Signature: _____

Date: _____