



WVU Office of  
Global Affairs

Guide to Online Faculty-Led  
Program Proposals

## Part 1 – Dates and Locations

Upon first creating a proposal, you will be taken to the following screen:

The screenshot shows a web form with two main sections. The first section, titled 'Available Terms', has a blue header and contains a single radio button next to the text 'Academic Year, 2013-2014'. This section is highlighted with a red border. The second section, titled 'Trip Information:', also has a blue header and is divided into two columns: 'Available' and 'Selected'. The 'Available' column contains a list of cities with their countries/regions: Aalborg, Denmark (Europe); Abo, Finland (Europe); Abu Dhabi, United Arab Emirates (Middle East); Accra, Ghana (Africa); Aix-en-Provence, France (Europe); Almeria, Spain (Europe); and Amiens, France (Europe). Between the columns are four buttons: '>>', 'All >>', '<< All', and '<<'. The 'Selected' column is currently empty. Below the 'Available' list is a text input field with the instruction 'If your destination city is not listed above, please enter it here (City Name only):' and a '-Search-' button. A note below the search field states: 'You can select multiple locations from the Available list box by control/command-clicking on multiple items.' The third section, titled 'Dates:', has a blue header and contains two rows: 'Departure:' and 'Return:'. Each row has a calendar icon, a text input field, and the instruction '(Format: mm/dd/yyyy)'. At the bottom of the form are three buttons: '< Cancel -', '- Reset -', and '- Apply >'.

The first section, **Available Terms**, allows you to select when the program will run. Please make sure to select a term, even if only one is available. For program proposals, the term is considered the academic year. For program purposes the academic year runs from August 16<sup>th</sup> through the following August 15<sup>th</sup>. The actual term (Fall, Spring, etc.) will be determined based on the course and travel dates provided.

The second section, **Trip Information**, is used to input locations that the program will travel to.

**Available Terms**

Academic Year, 2013-2014

**Trip Information:**

**Location(s):**

Available		Selected
Aalborg, Denmark (Europe) Abo, Finland (Europe) Abu Dhabi, United Arab Emirates (Middle East) Accra, Ghana (Africa) Aix-en-Provence, France (Europe) Almeria, Spain (Europe) Amiens, France (Europe)	<input type="button" value=" &gt;&gt;"/> <input type="button" value=" All &gt;&gt;"/> <input type="button" value=" &lt;&lt; All"/> <input type="button" value=" &lt;&lt;"/>	

If your destination city is not listed above, please enter it here (City Name only):

You can select multiple locations from the Available list box by control/command-clicking on multiple items.

**Dates:**

<b>Departure:</b>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/> (Format: mm/dd/yyyy)
<b>Return:</b>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/> (Format: mm/dd/yyyy)

Hit the “>>” button to add a city from the available list into the selected area. You can select multiple cities from the list if need be. If your city is not on the list of available locations, you may search the online database for your desired city.

If a mistake is made, you may highlight a destination from the selected list and use the “<<” button to remove it.

The last section on the first page, **Dates**, is used to enter the dates of travel for the program.

When entering dates into the system, you may either type the date in the mm/dd/yyyy format, or you may click on the calendar icon next to the date entry field.



Doing so will bring up the calendar and allow you to click on the dates. Please keep in mind that these are the dates of travel for the program. The course start and end dates may be different, they will be determined later in the proposal.

If you later need to make revisions to the locations or travel dates, please notify International Programs so that they can assist with making those changes.

Once you have all three parts complete, you should click on the “**- Apply >**” button to move onto the next screen.

## Part 2 – Questionnaires and Documents

At this point, your proposal is created, but not completed. You may exit the site and return later if need be. Please refer to the last section of this guide on how to access your proposal after it is created.

The next screen you are taken to is the primary proposal area, and the remainder of your activity will happen here. There are four areas of content here, each with a differing function.

 This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

**Tony Goddard**

<b>Program:</b>	Faculty-Led Program Proposal (B&E)
<b>Term/Year:</b>	Academic Year, 2013-2014
<b>Deadline:</b>	11/15/2013
<b>Dates:</b>	07/22/2013 - 07/26/2013

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
Guide: Creating Associated Courses	<input type="checkbox"/>
Guide: Tips On How To Complete Your Proposal	<input type="checkbox"/>

**Announcements**

**Study Abroad 101 Information Sessions**

[\[View Details\]](#)

[View All Announcements](#)

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
* Part 1 - Program Details	<input type="checkbox"/>
* Part 2 - Associated Course Details	<input type="checkbox"/>
* Part 3 - Costs and Finances	<input type="checkbox"/>
* Part 4 - Other Documentation	<input type="checkbox"/>
Office Use - Program Budget Sheet	<input type="checkbox"/>

The first area is the general information area. You should see your name in the title bar, the program’s college or school, the term, year and travel dates. The deadline listed is the last day that a proposal can be accepted for the academic year, but depending on the actual term the program runs in, you may have a different date. Proposals for spring break programs are due much sooner than those for summer programs.

Again, if you notice that your program is listed in the wrong college or school, or that your travel dates are incorrect, please notify International Programs.

The second area on this page, **Announcements**, is standard on all application pages and is additionally located on the front page of the WVU Abroad web site.

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This announcement area is included on student applications and travel registrations as well. The content of this area is system wide and is not specific to any one type of program, event or audience. If you would like to add an announcement to be displayed in this area, please contact International Programs.

The third area, **Learning Content**, contains valuable information and guides to assist in the development of your program.

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* Part 4 - Other Documentation	<input type="checkbox"/>
Office Use - Program Budget Sheet	<input type="checkbox"/>

The guides in this section offer assistance and advice related to program creation. New guides may be added as the system is further expanded. To view the content, click on the name of the guide. Each will require you to click **“Mark as Read”** at the bottom of the respective page in order to be marked as received.



Learning content and questionnaires will be marked with a check mark in the box under the received column once they have been read or completed.

Final area on the page, Application Questionnaire(s), is where the primary work of the proposal will be done.

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**Tony Goddard**

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* Part 4 - Other Documentation	<input type="checkbox"/>
Office Use - Program Budget Sheet	<input type="checkbox"/>

Each questionnaire covers a related area of the proposal and includes some items that may be for internal use. For instance, the Program Budget Sheet item is for internal use only, and will be completed by International Programs staff, not the applicant. Each questionnaire will offer instructions on how to complete each item in the questionnaire, but you can always contact International Programs if there is any concern on how to answer a particular item. It is strongly recommended to refer to the **Tips on How to Complete Your Proposal** guide for assistance on how to complete individual question items and upload documents.

As with Learning Content items, a checkmark will appear next to each questionnaire once it has been submitted. You may also save a questionnaire in progress and return to it at a later time. Please refer to the last section of this guide on returning to your proposal at a later time.

Once all items (not counting the Office Use items) are completed and marked as received, International Programs staff will review the proposal. A budget sheet will be created and uploaded, and the appropriate parties (chair, dean, etc.) will be automatically notified that the proposal is ready for review. Upon completion of these reviews, the Associate Provost will be notified that the proposal is ready for a final review. After the final review is complete and the program is approved, you will be notified via e-mail of the status change.

Once the program is approved, there may be additional information required. These items will appear on the above page. They will need to be completed in the same fashion.

### Part 3 – Returning to a Proposal in Progress

Once a proposal has been started (dates and locations defined), you may leave and return at any time. In order to access your proposal, simply go to <http://studyabroad.wvu.edu> and click on Login/Register in the upper right side of the screen. You will use your WVU MyID and password, the same as with most systems on campus. Upon a successful login, you will be taken to your **Applicant Home** screen:



From this screen, you should see a list of any proposals you have open, as well as any other program applications or travel registrations you have in the system. To access your proposal, simply click on the name of the proposal in the **Applications** area.



If your proposal has not already been finalized and approved, you may withdraw it for consideration by clicking the **“Withdraw”** button. This option will disappear once the deadline has been reached, but if you need to withdraw a proposal after that date, please contact International Programs. A withdrawn proposal can also be reinstated up to the deadline date. Withdrawn proposals are not deleted immediately.