



CFA: Study Abroad Program Development Grants

The Office of Global Engagement is inviting proposals from faculty to develop and lead UGA study abroad programs for undergraduate students. While UGA has a sizable study abroad program portfolio, we continue to look for faculty with expertise in areas not yet represented to create new global opportunities for our students and their engagement. Development of programs outside of Western Europe is especially encouraged.

We invite UGA faculty to propose and plan credit-bearing academic study abroad programs that are 2-4 weeks long, ranging from 3 to 6 credits to run in 2025-26 academic year. All successfully approved study abroad program proposals will be considered for Study Abroad Program Development Grant funding at the October and March meetings of the Study Abroad Program Proposal Committee. The purpose of the Grant is to assist faculty in finalizing the planning of the approved study abroad program proposal. Successful program proposals selected to receive an exploratory travel grant will receive funding covering the expenses of a site visit for up to \$4,000 per program. Please note that programs may be approved but not receive the Study Abroad Program Development Grant. A maximum of **seven** approved proposals will be supported in 2024-25.

Grant-covered allowable expenses include economy class airfare, hotel accommodation, ground transportation, and some miscellaneous expenses. The grant is not intended to cover per diem. Grant funds will be transferred from OGE to the faculty's home department for administration. Unused funds should be returned to OGE. Use of matching departmental funds is encouraged, if applicable.

I. General Considerations for Program Development

UGA portfolio of current credit-bearing study abroad programs can be viewed on the [StudyAway Portal](#) website. The study abroad program proposal will be assessed in the context of the current portfolio of programs, as well as by its overall uniqueness, viability and feasibility. As you prepare the study abroad program proposal, please consult the [instructions in the Portal](#) and consider the following:

- Priority will be given to programs proposals that include course content not covered in current UGA study abroad programs;
- To feasibly run a program, it should have 15+ enrolled tuition paying students. Applicants should outline how they would promote the program and recruit students. Successful programs normally include courses that fulfill core and/or major or minor requirements;
- We ask that faculty obtain a written endorsement of their department head (or dean) supporting the development of the proposed program prior to submitting the application; please upload documentation of the head's/dean's approval in the Portal. Many colleges/schools have a college-wide committee that reviews and approves study abroad program proposals before they can be presented to OGE. Please plan accordingly.

II. Process & Timeline

The steps below outline the study abroad program proposal process and consideration for grant funding:

Faculty-Led Study Abroad (SA) Program Proposals and Grants Timeline, 2024-25

PROCESS	DUE DATES
Attend an information session (Applicant)	Early September, 2024
SA Program Proposal Application Due (Applicant)	October 1, 2024 or March 1, 2025
SA Program Proposal Review and Decision (OGE)	November 15, 2024 or April 15, 2025
Site Visit Travel (Applicant)	Before June 1, 2025
Program Setup Complete & Open for Student Applications	By August 1, 2025
Post-travel Report Presentation to OGE (Applicant)	Within 60 days after returning

III. Submission Guidelines for Study Abroad Program Proposals:

To start the process, please schedule a planning meeting with OGE (email studyaway@uga.edu) to discuss your program proposal ideas. Study abroad program proposals will be submitted online through the [StudyAway Portal](#) and should include the following information:

1. Program Details
 - a. Author(s) of proposal, name of contact person, and contact information
 - b. Proposed program location(s)/site(s)
 - c. Proposed timeframe – include approximate dates or term in 2024-25
 - d. Duration of program & tentative daily itinerary - total # of class days/contact hours
 - e. Proposed course(s) - please include course title and general course objectives.Additionally, please include the following information:
 - Is this a new or existing course?
 - If it is an existing course, please list the course number, attribute, and the numbers of credits, and indicate whether it fulfills university's core curriculum requirement.
 - If it is a new course, please describe the total number of credits you are proposing, if it has any prerequisite, if you plan on this course fulfilling a core curriculum requirement (and if yes, which one) and if this course will fulfill a major/minor requirement (and if yes, which one).
1. Rationale for the Proposed Program
 - a. Please describe why this is an opportune moment for the creation of this program
 - b. Address what academic needs and EL outcomes this program will fulfill and specifically detail how this location uniquely supports these needs.
2. Goals of the Proposed Program

Please provide a concise statement of learning objectives for the program, including intercultural competency, language acquisition, independent research, internships, regular cultural interaction, and/or immersion opportunities.
3. Target Audience:
 - a. Who is your targeted student population for this program?
 - b. Will the program be open to students from other universities?
 - c. Will participation require prerequisite courses?
 - d. Will this program be suitable for graduate students?
4. Logistics

Briefly address logistical details you have considered, such as on the ground support, housing, safety, etc., and the type of co-curricular or extra-curricular activities you plan to include in the program.
5. Risk Management considerations – provide information on local contacts and services, as well as risk mitigation efforts. UGA does not operate programs in areas with advisory levels 3-4.
6. Program Budget – complete a tentative program budget template to determine the costs associated with the program and a program fee. Please obtain and include estimates from logistics providers.
7. Program Support Signatures Form – Please submit the form with department faculty votes, signed by the direct supervisor(s) and the dean of the college, stating their approval for the proposed study abroad program.

For questions, please contact Yana Cornish by email (yanac@uga.edu) or phone 706-542-2900.