



INDIANA STATE UNIVERSITY

**CENTER FOR GLOBAL ENGAGEMENT EDUCATION ABROAD OFFICE
Faculty-Led
International Travel Program**

Proposal Information, Project Budget Templates & Application Form

2025

Please submit the Application and Proposal to:

Dr. Chris McGrew
Director, CGE

**Center for Global Engagement
University Hall, 008M, 401 North 7th Street**

Phone: 812-237-4325

Email: chris.mcgrew@indstate.edu



INDIANA STATE UNIVERSITY

AN OVERVIEW

Indiana State University Faculty

Experience for students is a keystone of the university's strategic plan. The Indiana State University Advantage will provide financial support for students choosing to gain a meaningful academic experience abroad. You are invited to develop a course-based Faculty-Led experience. Please complete this form and submit it to chris.mcgreg@indstate.edu by **January 31, 2024**, for FL travel in the **2025 calendar year**.

Eligibility for Indiana State University Advantage Experience Grants

Undergraduate, full-time, on-campus freshmen, enrolling in Indiana State University after August 10, 2022, as well as on-campus, transfer students enrolling at Indiana State University in and after the Spring of 2023, are eligible for the Indiana State University Advantage Experience Grants. Students using these funds and or traveling as part of this experience must be enrolled in a regular course for a **minimum of 3 credit hours**. This can be through a semester-based course with the international travel experience during winter or Spring break, the Spring/Summer (May-July), or by being enrolled in the 3-credit course during the summer semester with both the course and travel taking place during the summer term.

PROPOSAL APPROVAL PROCESS

The deadline for a completed and fully signed application/proposal to the Center for Global Engagement is **January 31, 2024**, for the calendar year **2025 Travel**. Eligible trips will be announced by **February 28, 2024**.



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PROPOSAL OUTLINE

Submit a program proposal to the Program Director of Education Abroad Office in the Center for Global Engagement (CGE). A complete program proposal contains the following items:

1. **Application Form** – a separate document
2. **Abstract** (a concise description of the proposed program and your **experience** in the **proposed location** in 300 words or less)
3. **Project Narrative**
 - a. Title of program. Include the dates of the program and names of countries and cities to be visited.
 - When considering proposed locations, keep in mind any U.S. Department of State travel alerts and travel warnings. For destinations under a travel warning, proposals will not be accepted. Please consult with the CGE office.
 - b. The name(s) of the three-credit course for which students will earn ISU credit. List the course number(s) and number of credit hours earned by participants.
 - c. Academic coursework outcomes
 - d. Discuss how students' performances and **learning outcomes** will be evaluated/assessed.
 - e. Proposed program trip itinerary.
 - Dates of proposed program
 - Flights: Locations departing from and arriving to
 - Total cost (what is and is not included in the program cost) or if all-inclusive.
 - How accommodations (i.e. lodging and meals) will be arranged.
 - Provide contact information if using third party travel affiliate.
 - f. **Risk Management Protocol: Health and Safety issues.**
 - For safety reasons, please identify a second traveling faculty/staff member who can take the leadership role in the event of an emergency.
 - i. **To Qualify as a Co-leader for CGE Faculty-Led Programs, must be a benefit eligible Indiana State University Faculty or Staff Member and meet one of the requirements below:**
 - ii. **PLEASE NOTE: Graduate Assistants (GA) or Student Employees do NOT qualify.**
 - iii. **Qualifying personnel:**

Tenure-Track Teaching Faculty	Full-time Teaching Faculty
Tenured Faculty	Special Purpose Faculty
ISU Staff Member	



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PROGRAM BUDGET WORKSHEET

Because Faculty-Led programs are typically short in duration, ideally, the cost per student should be \$2,500 - \$4,000. The cost per student should not exceed \$4,500. Please also take in to consideration, students must also pay tuition.

ESTIMATE OF FACULTY DIRECTOR COST

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Transportation to/from Airports: (Domestic)	\$
Transportation to/from Airports: (International)	\$
Ground Transportation (Guided, Shuttle, Bus, Train)	\$
GeoBlue Worldwide Insurance	\$
Excursions	\$
Operations	\$
Required Faculty led Administrative Fee (\$200)	\$
Per person group cost expenses	\$
Other	\$
<i>Total Faculty Cost</i>	\$

Total *faculty cost* divided by the number of student participants: _____

ESTIMATE OF SECOND FACULTY/STAFF MEMBER COST

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Transportation to/from Airports: (Domestic)	\$
Transportation to/from Airports: (International)	\$
Ground Transportation (Guided, Shuttle, Bus, Train)	\$
GeoBlue Worldwide Insurance	\$
Excursions w/Group	\$
Other (please list)	\$
	\$
<i>Total Second Faculty/Staff Member Cost</i>	\$



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ESTIMATE OF GROUP COST

<i>EXPENSES</i>	<i>COST</i>
Classroom/Program Facilities Rental	\$
Guest Lecturers/Instructors (Honorarium)	\$
Airport Transport for Group (if applicable)	\$
Other (please list)	\$
<i>Total Group Cost</i>	\$

Total *group cost* divided by the number of student participants: _____

ESTIMATED STUDENT COSTS (PER PERSON):

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Visa	\$
Domestic Transportation	\$
Transportation abroad	\$
GeoBlue Worldwide Insurance	\$
Expenses related to Excursions, Museum admission, supplies, etc.	\$
Per Student Group Cost Expenses (Take the total "Group" cost and divide by the number of participating students)	\$
Faculty Director Expense – cost of two faculty member leaders (Take the total "Faculty" cost and divide by the number of participating students)	\$
Other (please list)	\$
<i>Total Per Student Cost</i>	\$



For Office Use Only:

Complete Incomplete

Date Received: ___/___/___

**INDIANA STATE UNIVERSITY
CENTER FOR GLOBAL ENGAGEMENT EDUCATION ABROAD OFFICE
Faculty-Led Short-Term International Travel Program Application Form**

Application Deadline: January 31, 2024

Faculty Leader and Department Information

_____	_____	<input type="checkbox"/> Tenure-Track Teaching
Name (Print)	Phone	<input type="checkbox"/> Tenured Faculty
_____	_____	<input type="checkbox"/> Full-time Teaching Faculty
Department / Center	School / College	<input type="checkbox"/> Special Purpose Faculty
_____	_____	
Department Chair	Administrative Assistant	

Proposed Curriculum and Student Information

Proposal Title

_____	_____	_____
Course Title		Course Number
<input type="checkbox"/> Course Developed for Study Abroad	<input type="checkbox"/> Required for Major	Travel Dates: From: ___/___/___ To: ___/___/___
<input type="checkbox"/> Required for Foundational Studies	<input type="checkbox"/> Elective Course	

Proposed Country / Countries: _____	Proposed City / Cities: _____
_____	_____

Note for Student Information: *Suggested faculty leader to student ratio is 1:10.

Minimum Number of Students for the Program: _____	<input type="checkbox"/> Undergraduate Students Only
Maximum Number of Students for the Program: _____	<input type="checkbox"/> Graduate Students Only
	<input type="checkbox"/> Both Graduate and Undergraduate Students

University Approvals

_____	_____	_____
Department Chair	Signature	Date
_____	_____	_____
College Dean	Signature	Date
_____	_____	_____
Center for Global Engagement	Signature	Date

PLEASE NOTE: Faculty must be aware that leading a Faculty-Led program is very consuming of both time and energy. All Faculty-Led programs must include a co-leader for the entire duration of the program. Prior to the Faculty-Led program, faculty members will recruit students, organize orientation meetings, and work with the Program Director of Education Abroad on program content. Faculty is primarily responsible for program recruiting. Faculty will teach and supervise students. Supervision includes enforcing the ISU Code of Student Conduct to resolve any issues.