

## Study Abroad Faculty led Timeline for Summer Programs

Time Frame		Faculty-Leader	Study Abroad Office	Traveler
Optional Deadline Dec. 1*	Deadline Mar. 1			
Date Varies by Dept.		Accept invitation to be an Administrator in Bods Abroad	Send invitation to Faculty after proposal is approved	
Early Sept		Notify SAO of preferred application deadline	Adds deadline to online application	
Early Sept		Review program brochure on Bods Abroad	Send link to Faculty after brochure is created	
Early Sept.		Begin program promotion and recruitment	Create Program Poster	
September 15*	December 1	Submit Updated FLP Budget Template	Review and update SOC, if applicable	
TBD		Attend Study Abroad Faculty Leaders Cohort Meetings	Send invitation to Faculty	
Date Varies by Dept.		Create Travel Request Form in Concur and follow finance group travel guidelines. Refer to "Concur Group Travel Including International" (Refer to the Faculty led Program Development Guide)		
Beginning in Sept.		Share program link with travelers	Monitor applications	Begin application, create Bods Abroad account
Sept. - Dec 1*	Sept. - Mar 1	Review applicants' applications		
Before Dec 1*	Before Mar 1		Early SOC processing, charges will be associated with the same term as the course	Select one scholarship in application (Study Abroad Scholarship = \$700 or IE-WTE Scholarship= \$1,000)
Before Dec 1*	Before Mar 1			Complete application requirements including SOC (download, sign, and upload SOC in application)
Before Dec 1*	Before Mar 1			Submit application
Early December*	Early March		Final application review Send SOC's to Bursar	Meet eligibility requirements including debt threshold under \$2,500. Students are encouraged to enroll in a Payment Plan with the Business Office to manage program payments.
Mid-December*	Mid March	Begin to make travel arrangements once the minimum required number of participants has been confirmed. If a contract is required with the provider, initiate the process as early as possible. Contract approval through the university typically takes several weeks. Submit contracts to contracts@washburn.edu	Send scholarship notifications to students. Send Scholarship Report to FAO. Awards are posted to students accounts by the FAO Scholarship Coordinator.	
Early April			Conduct pre-departure orientation	Attend pre-departure orientation
Prior to Departure		Confirm Final Travel Roster with SAO		
Prior to departure		Ensure IE-WTE recipients complete Part I in Dynamic Forms and approve		Complete all pre-departure requirements and pay program in full
During Program		If an incident occurs complete the Incident Report for Faculty. It can be accessed in your Bods Abroad portal or on the Taking Students Abroad webpage		
Upon Return		Complete all required Concur processes to ensure compliance with university travel policies and timely reimbursement.		
Upon Return		Ensure IE-WTE Scholarship recipients complete Part II requirements in Dynamic Forms and approve		Complete all post-departure IE-WTE requirements, if applicable
Upon Return		Complete FLP Post Program Evaluation inside your Bods Abroad portal		

\*The optional December 1 deadline ensures students can register and receive scholarship early. It also allows Faculty to gain access to the travel funds to make travel arrangements once the minimum required number of participants has been confirmed, helping avoid delays and secure better rates.

### Support Offices

Concur Travel Request / Group Travel Guidelines, Finance Office/Dean's Office
One Card, Finance Office/Dean's Office
Collection of travelers payments, Business Office
Vendor Contracts, Purchasing Office /Legal Counsel
Booking Travel, Travel Agency: FTI or Lawrence Travel Company. Refer to the Faculty led Development Guide