RENEWAL PROCESS

FACULTY-LED STUDY ABROAD PROGRAMS

Open a New Application
1. Connect to Baylor network (access from on-campus or log into GlobalProtect VPN if off-campus)
2. Open a new application HERE or through the Program Director Portal

Return to Existing Application
1. Connect to Baylor network
2. Go to BearsAbroad homepage
3. Click the House Icon > select Applicant
4. Click Faculty-Led Renewal Application for New Programs/Renewals 2022

Proposal Requirements

There have been a few updates and changes to this year’s Renewal Application. From within your BearsAbroad application, complete the Proposal to Renew. Once completed, the Coordinator will send you electronic versions of the Course Forms, Expectations of Program Directors, and a BearsAbroad Brochure Page Update Document.

1. Proposal to Renew Program
Basic information about your upcoming program, including itinerary, vendors, and changes from the previous year.

2. Expectations of Program Directors
Once the Proposal to Renew has been completed in BearsAbroad, you will receive an electronic version of the Expectations of Program Directors Form from the Coordinator to sign through DocuSign*.

3. Course Forms
Once the Proposal to Renew has been completed in BearsAbroad, you will receive electronic versions of the Course Form(s) from the Coordinator to complete through DocuSign. Once you complete the form(s), they will be automatically sent to the Department Chair(s) and Dean(s) for approval. Syllabi for each course are to be uploaded to your programs Box folder.

4. BearsAbroad Brochure Page Updates
After completing your proposal to renew, the coordinator will send you a Word document with your current brochure page Information. Edit the information on the Word document and return to Coordinator along with any images you would like added to your program brochure page.

5. Study Abroad Budget Form
Complete and email the Study Abroad Budget Form for Summer 2022 in its Excel version to the Coordinator AND CGEFinance@baylor.edu. The Budget form will be sent out to Program Directors when it becomes available.

6. Box
Each program will have a designated Box folder where they can upload syllabi, contracts, and other documents, as well as access program materials.

Additional Changes to Study Abroad
• Please review the new “Study Abroad Program Travel and Expense Management Guidelines” in the BearsAbroad Proposal to Renew Application.
• There may be restrictions on spending for study abroad. More Information from the CGE Finance Manager and Business Officer coming soon.

Complete Proposals Due Friday, October 1st

Important Dates
Director Development, Room TBD
Monday, August 30, 3:30 - 5 pm or Tuesday, August 31 1, 3:30 - 5 pm
Study Abroad Fair (Hybrid)
Dr Pepper Hour: September 21
Virtual Sessions September 22 & 23

Contacts
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If you have any questions or need any help, please let me (Jorge) know and I would be happy to set up a meeting, Virtual or In-Person to help you!