



# 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 through the Program Director Portal or BearsAbroad

### Return to Existing Application

1. Connect to Baylor network
2. Go to BearsAbroad homepage
3. Click the *House* Icon > select *Applicant*
4. Select the *Faculty-Led Program Renewal* application

## Proposal Requirements

From within your BearsAbroad application, complete the Proposal to Renew. Once completed, the Coordinator will send you electronic versions of the Course Forms and Expectations of Program Directors to be signed and uploaded to BearsAbroad, and a BearsAbroad Brochure Page Update Form to be completed.

### 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 and upload to BearsAbroad.

### 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 Advisor 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 BearsAbroad.

### 4. Study Abroad Budget Form

Complete and email the Study Abroad Budget Form for Summer 2022 in its Excel version to the Advisor **AND** CGEFinance@baylor.edu **AND** upload to Bears Abroad.

### 5. Box

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

### 6. BearsAbroad Brochure Page Updates

After completing your proposal to renew, the advisor will create a BearsAbroad page for your program. They will send you a form asking you to look at the page and let them know of any changes you see that need to be made, as well as for any photos you have that you would like to be included on the Brochure page.

## Application Cycle

### Current Term: WINTER 2022

#### Study Abroad Faculty-Led Program Proposal Deadlines Winter 2022 and Summer 2023

#### New Faculty-led Program Applications:

- 2022 Winter Deadline:
  - Application Opens: February 16, 2022
  - Application Deadline: May 1, 2022
- 2023 Summer Short Term Deadline:
  - Application Opens: February 16, 2022
  - Application Deadline: April 1, 2022

#### Renewing Faculty-led Program Proposals:

- 2023 Summer Short Term Deadline:
  - Application Opens: August 1, 2022
  - Application Deadline: October 1, 2022

## Contacts

#### Director

Bo\_White@Baylor.edu

#### CGE Finance

CGEFinance@Baylor.edu

#### Advisor

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If you have any questions or need any help, please let the Study Abroad Advisor know and they will be happy to set up a meeting, Virtual or In-Person, to help you!