STUDY ABROAD SITE VISIT OR PROGRAM DEVELOPMENT GRANT

To apply: Submit a complete packet including the application, draft program proposal, site visit budget, department and/or college funding commitment and letter of support from host campus or organization and submit to CIE. Applications are due on 1 May for programs proposed for the summer following the next academic year and 1 December for programs proposed for the fall or spring of the next academic year.

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* Required documentation and information must be provided to receive full consideration*

1. **Draft Program Proposal** (see attachment)

2. **Site Visit Budget.** A detailed budget should be provided in addition to the Summary on this page. Meals are not funded. Meals may be included in the Budget and Summary requirements but should not be in the requested funding column.

3. **Documentation** (copies). Examples: travel information (rates and how obtained) and letter of support from host university or organization.

4. **Support Recommendations**: Comments from Department Chair and Dean are required. Absence of substantive comments from Department Chair or Dean will adversely affect a proposal. Additional statements of support may be provided. Departments or colleges are expected to provide funding for the site visit and ongoing support for the proposed study abroad program.

APPLICANT(S)_____DEPARTMENT_____

_____First Year of Service   ❒ Full Time   ❒ Part Time

PROPOSED STUDY ABROAD PROGRAM_____

DATE FOR SITE VISIT (attach itinerary)_____

PROJECT DATE(S):_____to_____

BUDGET SUMMARY. For each item listed there must be attached documentation. Faculty should complete "Total Required" and "Faculty Provided" sections.

	TOTAL Required	Faculty Provided	Department Provided	College Provided	REQUESTED FUNDS	RECOMMENDED FUNDING
Registration						
Lodging						
Air Travel						
Ground Travel						
Meals						
Supplies, Etc.						
Other						
Total	**0**	**0**				

DEPARTMENT CHAIR'S COMMENTS ON VALUE OF PROJECT TO DEPARTMENT

1. Please indicate financial support in Budget Summary.

2. Project value or contribution to Department and to CSU:

_____   _____

Signature of the Chair   Date

DEAN'S COMMENTS ON VALUE OF PROJECT TO COLLEGE OR LIBRARY

1. Please indicate financial support in Budget Summary. If support is not available, please indicate the reason.

2. Project value or contribution to College and to CSU:

_____   _____

Signature of the Dean   Date

Form revised 1/24/06