**Applicant instructions: Insert text in areas <marked this way>, expanding as necessary.**

**COVERSHEET**

**Proposal for Faculty-Led Study Abroad Program**

**<Program Title>**

A. Applicant: <name, position/title, department, e-mail>

B. Trip Leaders: <name, position/title, department, e-mail for all proposed trip leaders>

C. Anticipated Number of Students: <number>

D. History of Program?

\_\_\_ new program

\_\_\_\_ established program

When last offered <when last offered>

with <number of > students enrolled during most recent past offering

E. Program Term, Course Number(s)/Title(s), Credits:

Program Term: <e.g., Fall, Winter Break, Spring, Intersession, Summer>

Course Number(s): <dept. prefix & no.>

Course Title(s): <short title>

Credits: <no. of credits>

F. Proposed Trip Destination(s) & Dates: <destination(s) & dates>

G. Amount Requested from Study Abroad Allocation Committee: <$-amount>

H. Total Proposed Budget: <$-amount>

I. Compliance with UBPPM 2710: By signing below, the applicant attests that have read, understand, and will adhere to UNM Policy 2710, and that they will comply with UNM COVID-19-related policies that may be in effect at the time of the planned program, as published on <https://bringbackthepack.unm.edu>.

J. Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K. Approval Signature by Chair/Director/Dean of Financially Responsible Unit:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<print name, position/title, department of approver>