***Applicant Instructions:*** *Please fill in text in areas <marked like this>, expanding as needed, and submit with the body of your proposal in a single DOCX or PDF file.*

**COVERSHEET**

**Proposal for Planning and Development for**

**New Faculty Led Study Abroad Program**

**<Program Title>**

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

B. With what Course Number & Title will the study abroad program be associated? If this is a new course, does it require curricular approval or is it to be taught under an established topics number? If it requires approval, when is approval expected?

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D. Proposed Term, Dates & Destination(s) for New Study-Abroad Program/Component:

< > \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Anticipated Enrollment for Course: <no. of students>

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

H. Total Proposed Budget: <$-amount>

I. By signing, the applicant agrees that they will abide by UNM travel and COVID-19-related policies that are in effect at the time of planned travel. Current information is available through <https://bringbackthepack.unm.edu>.

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

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

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

<print name, position/title, department>

L. If applicable (see RFP), approval signature of unit providing fiscal administration:

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<print name, position/title, unit>