

TIPS & TRICKS FOR THE EDUCATION ABROAD PROPOSAL

There are two deadline options for Calendar Year 2022 program proposals: **Monday, April 19, 2021 at 5:00 pm and Monday, August 30, 2021 at 5:00 pm.**

[CLICK HERE](#) to start a proposal!

BEFORE YOU PROPOSE

Discuss your plans with your academic department and supervisor. Your program must be approved by your department to be fully considered.

TIP: You'll need them to sign a few forms for the proposal, so consider having these documents prepared before you meet.

MAKE A PLAN

Identify possible vendors, prepare your academics, and determine the most beneficial and cost-effective experiences to support those academics.

TIP: Contact EAO if you need help getting started!

THE PAPERWORK

Download the program proposal documents, which are available on [our website](#) or within the proposal.

TIP: Complete all of these documents before you even start the proposal form!

PROPOSE YOUR PROGRAM

Start working on the proposal form that the EAFSC will use to review your proposal.

TIP: If you completed all of the proposal documents in advance, it should only take you about 25-30 minutes!

SUBMIT

ADVICE FOR FORMSTACK

- Save & Resume will give you a link to return to the form later. If you make changes, make a NEW link.
- When using Save & Resume, uploaded files and signatures are NOT saved.
- EAO DOES NOT have access to partially completed forms/data.

WAIT FOR THE DECISION

You will be contacted after the EAFSC reviews your proposal. It's ok to start recruiting, but we can't open your app until the program is approved.

TIP: If you need to add something to your proposal, send it to eaoproposals@kennesaw.edu.