INSTRUCTIONS FOR FACULTY LED STUDY ABROAD PROPOSALS

Updated July 2018

Many program directors are familiar with our Atlas portal that is used to review student applications. This is where your program proposal will also be stored, along with the supporting documentation that we will ask for between now and the program start date. We realize that plans for study abroad programs evolve and shift, so as details become available after October 1, program directors/coordinators may email revisions to their program proposals to flsa@oie.gatech.edu.

Proposals Must be Submitted By: October 1st

STEP 1: Login to Atlas

Existing Atlas Users (Program Directors that have previously reviewed and accepted applications in Atlas)- Use the Non-GT Login and login with your Atlas credentials.

New Atlas Users- contact Mary Alice (maryalice.allen@oie.gatech.edu) or Katie Sclafani (katie.sclafani@oie.gatech.edu) to set up your Atlas account.

STEP 2: Go to http://atlas.gatech.edu/?go=FLSAProposals, click on the Apply Now button to the right. Once a proposal is started, program directors and coordinators will always be able to return to it by logging into the Atlas portal (see FAQ below for further instructions).
STEP 3: Within your proposal, there will be 4 Application Questionnaires.

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete.

If you will need to edit your responses or come back later to complete the questionnaire, click the “Save” button at the bottom of the questionnaire.

STEP 4: Once you have completed a questionnaire and are ready to submit it, click the “Submit” button at the bottom of the questionnaire. **You will not be able to edit your responses after you submit a questionnaire.** If you make a mistake, or need to edit your responses, please email flsa@oie.gatech.edu.
You’ll know you’ve completed each item when you see a checkmark appear in the box next to the items above.

**Program Application Page (Pre-Decision)**

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete.

**Success** You have successfully completed this questionnaire.

**Step 5:** Soon after the proposal deadline, your proposal will go to the Study Abroad Committee (SAC) for review. Once it has been approved, you will receive an email from Atlas stating the status of your proposal has changed to “Approved”. Your Program Application will now be in the Post-Decision Phase.

**Program Application Page (Post-Decision)**

**Step 6:** If your program has been conditionally approved, you will receive an email with further instructions on the additional information that may need to be submitted or the current information that needs to be changed.
FAQ

HOW DO I ACCESS AN IN-PROGRESS PROGRAM PROPOSAL?

1. Click the Home Icon in the top left corner and select Applicant.
2. Select the Faculty Led & Embedded Program Proposal application from the My Applications box.

DO YOU HAVE MULTIPLE PEOPLE WORKING ON YOUR PROGRAM PROPOSAL?

*Atlas only allows 1 person to edit and submit a program proposal.* If you require more than 1 person to login to Atlas to edit the program proposal, you could use a general program email and password and share the login information with whoever needs access to edit and submit the proposal. We have also provided the [Program Proposal Questionnaire on the Faculty Forms webpage](#) in case you need to request information from people other than the person responsible for editing and submitting the proposal.
ARE YOU SUBMITTING PROGRAM PROPOSALS FOR MULTIPLE PROGRAMS?

If you are directing/coordinating more than 1 faculty-led or embedded study abroad program, you are able to submit multiple program proposals. Please follow the same steps above, and complete a separate program proposal for each program you are directing/coordinating.

NEED ADDITIONAL ASSISTANCE?

Contact:

Katie Sclafani at 404-385-4236 or katie.sclafani@oie.gatech.edu

Mary Alice at 404-385-8127 or maryalice.allen@oie.gatech.edu