

# 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](mailto:flsa@oie.gatech.edu).

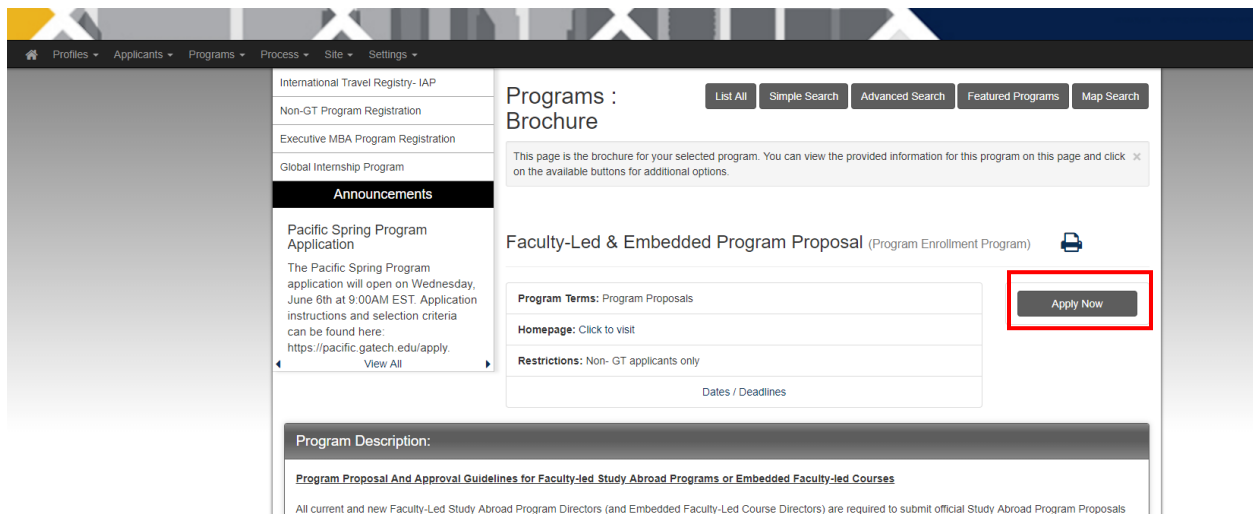
Proposals Must be Submitted By: **October 1st**

## 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](mailto:maryalice.allen@oie.gatech.edu)) or Katie Sclafani ([katie.sclafani@oie.gatech.edu](mailto: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).



The screenshot displays the Atlas portal interface. At the top, there is a navigation bar with links for Profiles, Applicants, Programs, Process, Site, and Settings. Below this, a sidebar on the left contains a menu with items like International Travel Registry- IAP, Non-GT Program Registration, Executive MBA Program Registration, Global Internship Program, and Announcements. The main content area is titled 'Programs : Brochure' and includes search filters (List All, Simple Search, Advanced Search, Featured Programs, Map Search). A message states: 'This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.' Below this, there is a section for 'Faculty-Led & Embedded Program Proposal (Program Enrollment Program)' with a printer icon. A table lists details: Program Terms: Program Proposals; Homepage: Click to visit; Restrictions: Non- GT applicants only; and Dates / Deadlines. A red box highlights the 'Apply Now' button. At the bottom, a 'Program Description' section is partially visible, starting with 'Program Proposal And Approval Guidelines for Faculty-led Study Abroad Programs or Embedded Faculty-led Courses'.

**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

<b>Katie Sclafani</b>	
<b>Program:</b>	<b>Faculty-Led &amp; Embedded Program Proposal</b>
<b>Term/Year:</b>	Program Proposals, 2019
<b>Deadline:</b>	10/01/2018
<b>Dates:</b>	TBA

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Academic Department Approval	<input type="checkbox"/>
Course Proposal Upload	<input type="checkbox"/>
Financial Statement Upload	<input type="checkbox"/>
FLSA Program Proposal Questionnaire	<input type="checkbox"/>

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.

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.**

**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](mailto:flsa@oie.gatech.edu).

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.**

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. ✕

<b>Katie Sclafani</b>	
<b>Program:</b>	<b>Faculty-Led &amp; Embedded Program Proposal</b>
<b>Term/Year:</b>	Program Proposals, 2019
<b>Deadline:</b>	10/01/2018
<b>Dates:</b>	TBA

<b>Announcements</b>	
Spring 2019 Faculty-Led Programs	

<b>Application Questionnaire(s)</b>	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
<b>Title</b>	<b>Received</b>
Course Proposal Upload	<input checked="" type="checkbox"/>
Financial Statement Upload	<input type="checkbox"/>
FLSA Program Proposal Questionnaire	<input type="checkbox"/>

**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)

<b>Simulated User</b>	
<b>Program:</b>	<b>Faculty-Led &amp; Embedded Program Proposal</b>
<b>Term/Year:</b>	Program Proposals, 2019
<b>Deadline:</b>	10/01/2018
<b>Dates:</b>	TBA

<b>Announcements</b>	
Spring 2019 Exchange Programs The deadline to submit your application for Spring 2019 Exchange Programs is September 1st.	
<a href="#">View All Announcements</a>	

<b>Application Questionnaire(s)</b>	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
<b>Title</b>	<b>Received</b>
CISI Information for Faculty/Staff	<input type="checkbox"/>
Program Emergency Contact Information	<input type="checkbox"/>

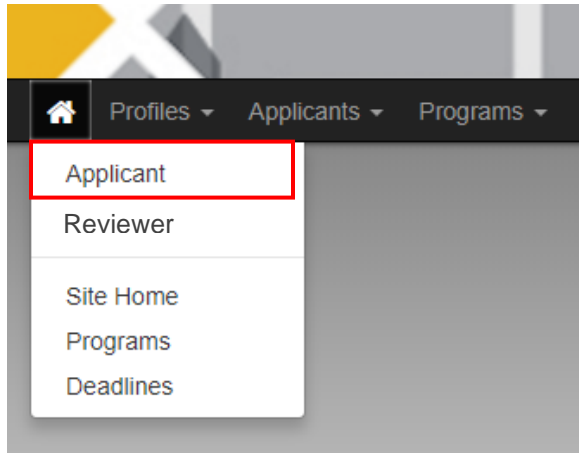
<b>Material Submissions</b>	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
<b>Title</b>	<b>Received</b>
Attended Disc. Training	<input type="checkbox"/>

**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.

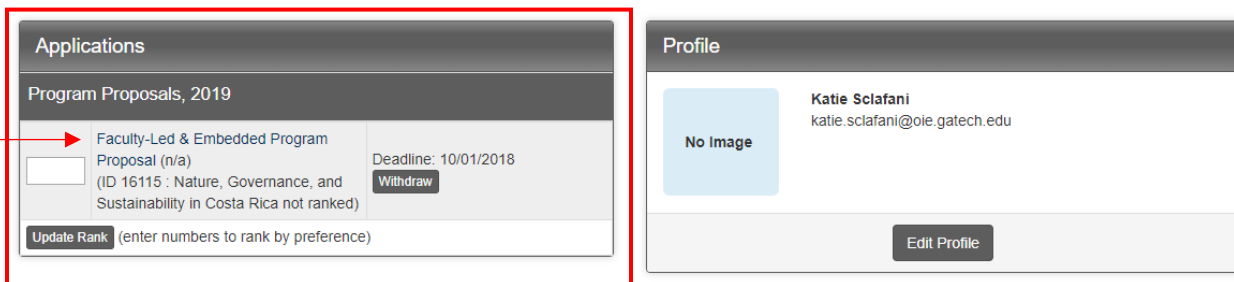


### Your Home Page : Katie Sclafani - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ×

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

A screenshot of the Applicant Home Page for Katie Sclafani. The page is divided into two main sections: 'Applications' and 'Profile'. The 'Applications' section is highlighted with a red box and contains a table of program proposals. The first entry is 'Faculty-Led & Embedded Program Proposal (n/a)' with a deadline of 10/01/2018 and a 'Withdraw' button. The 'Profile' section shows the user's name, email, and a 'No Image' placeholder, along with an 'Edit Profile' button.

Applications	
Program Proposals, 2019	
<input type="checkbox"/>	Faculty-Led & Embedded Program Proposal (n/a) (ID 16115 : Nature, Governance, and Sustainability in Costa Rica not ranked) Deadline: 10/01/2018 <a href="#">Withdraw</a>
<a href="#">Update Rank</a>	(enter numbers to rank by preference)

### 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](mailto:katie.sclafani@oie.gatech.edu)

Mary Alice at 404-385-8127 or [maryalice.allen@oie.gatech.edu](mailto:maryalice.allen@oie.gatech.edu)