The following flowchart is intended to help faculty navigate the review and approval process for faculty-led study abroad programs.

\*Please note that the OIE is sensitive to the fact that all programs are unique and that reviews can be complex and time consuming, depending on many factors.

## Overview of the step-by-step process of creating a study abroad program

Step 1	<ul> <li>Preliminary discussions within the academic colleges or departments.</li> <li>Seek a collobrative review from college ISAC representative.</li> </ul>
Step 2	Obtain approval from the department chairperson/college dean/associate dean to pursue study abroad program.
Step 3	Complete and submit the proposal form to the OIE, the OIE reviews proposal.
Step 4	• When applicable, the OIE coordinates the process of drafting an agreement or contract with partner institution or program provider.
Step 5	• The Office of Risk Management reviews the draft agreement and faculty proposal form. Clarifications or updates may be requested.
Step 6	When applicable, the Information Security Office and Export Control Office review draft agreement.
Step 7	• The Office of General Counsel and/or ISU Purchasing reviews and approves the draft agreement.
Step 8	• Appropriate administrative offices (e.g., Office of the President, Office of the Provost, etc.) approves and signs the agreement.
Step 9	When applicable, partner institution or program provider signs the agreement.
tep 10	Faculty and Study Abroad team promote program and recruit students.
tep 11	Activities begin.