CSUSB-led Study Abroad Program Proposal Preparation Guidance

The CSUSB-Led Program Proposal Form includes the questions and prompts below. You will input your responses in Qualtrics. Use this list to guide your preparation.

**Returning Program Directors**: If you have previously run your program, or previously submitted it for CIA Subcommittee review, **email** **goabroad@csusb.edu** **for access to the proposal form.** If you wish to discuss your program with the Director of Education Abroad before submission, [self schedule an appointment](https://outlook.office365.com/owa/calendar/FacultyStaffEducationAbroadAdvising%40csusanbernardino.onmicrosoft.com/bookings/)at least 48 hours in advance.

**New Program Directors:** To access the proposal form, you will first need to meet with the Director of Education Abroad (in-person or via Zoom) to review the program proposal process, requirements, and timelines. [Book your appointment](https://outlook.office365.com/owa/calendar/FacultyStaffEducationAbroadAdvising%40csusanbernardino.onmicrosoft.com/bookings/)at least 48 hours in advance. After this meeting, you will be sent a personalized link to the Qualtrics-based application form. If you would like to set up additional appointments to receive advice and assistance for completing the form, you are encouraged to do so.

If you have any questions about the proposal process, direct them to goabroad@csusb.edu.

# 1. Program Directors

A "Program Director" is a CSUSB faculty or staff member who takes on a leadership role in developing and running the study abroad program. Faculty and staff who attend a study abroad program but do not contribute to its development and administration, or who are present only as chaperones or for logistical support, are not Program Directors. Partners in the host country are not Program Directors. Students may not serve as Program Directors.

* **How many Program Directors will travel with students for this study abroad program?**
* **Program Director Name(s)**
* **Program Director email address(es).**
* **Program Director cell phone number(s).**
* **Program Director CSUSB affiliation.** *Fulltime TT, Lecturer, Staff*
* **Program Director academic department, division, or unit.**
* **Program Director immediate supervisor name and position.**
* **Program Directors are required to oversee program logistics, provide emergency support, and attend all scheduled program activities. Is there any additional role(s) that a Program Director will play in this education abroad program?** *Select all that apply:* No additional role(s); Course instruction; In-country research supervision; In-country volunteer or service learning support / supervision; In-country internship supervision; Other

# 2. Program Location & Description

* **In which country / countries will your program take place?**
* **Which city would you consider the program's home base?**
* **Provide a title for your proposed program.** *This should read like a course title. For example “The Black Atlantic: Literary and Social Science Perspectives” instead of “Study Abroad Jamaica,” or “Exploring Egyptology Collections at UK Museums and Universities” instead of “Study Abroad England.”*
* **Provide a brief description on your proposed program, making clear the intended focus, the connection between the academic content and the location, and who the program is designed to attract.** *Maximum 1500 characters (about 250 words).*
* **Have you previously submitted *this* program for review by the CSUSB Council on International Affairs?**If yes, briefly explain how you have modified your program since the last submission.

# 3. Program Length and Dates

* **Which scenario best describes your plans to run this study abroad program?**
	+ **Summer Study Abroad |** Course listed and taught, and international travel takes place, during one 5-week summer term or the 10-week summer term (typically travel is 1-5 weeks in length)
	+ **Winter Intersession Study Abroad |** Course listed and taught, and international travel takes place, during the winter term (typically travel is 1-3 weeks in length)
	+ **Spring Break Study Abroad** | International travel takes place during spring break in association with a course that is listed and taught in the Spring Semester (typically travel is 7-10 days in length)
	+ **Spring Semester Study Abroad *Add-On*** | Travel takes place in summer in association with a course listed the preceding Spring Semester (typically travel is 1-5 weeks in length)
	+ **Fall Semester Study Abroad *Add-On*** | Travel takes place during the winter break in association with a course listed the preceding Fall Semester (typically travel is 1-3 weeks in length)
* (if applicable) **In which term do you intend to list your course?** For additional information, see the university's academic calendar. **Summer Session 1**; **Summer Session 2**; **10W Summer Session** (this option is discouraged unless your program is more than five weeks long, as it limits students choices for in-person summer classes)
* **What is the length of your study abroad program, in days?***Count should be inclusive of date of arrival and date of departure in the host country, but not any other travel days. Enter a numeric value only.*
* **Preferred program start and end dates.** Enter as MM/DD/YYYY.
* **If your program dates are flexible, what is the date range in which you are able to offer this program?**

# 4. Course Offering(s)

* **How many individual courses will be taught as a part of this program?** For most programs, the answer is no more than one per instructor. *Note that where you intend to teach a single, cross-listed course (multiple course numbers in a single department, or multiple courses in different departments, where all students are completing the same coursework), this should be counted as one course. Do not include independent study or internship courses in this count.*
* **Which class in the** [**current course catalog**](file:///C%3A%5CUsers%5C005392136%5CDownloads%5Ccatalog.csusb.edu%5Cgeneral-education-program%5C) **best aligns with the course(s) that will be taught in association with this study abroad program?** *Provide the department code, course number, and course name. E.g., ANTH 1002: Understanding Cultural Diversity. You will have the opportunity to suggest additional courses for cross-listing below. Do not list independent study, directed study, independent research, or internship courses here unless they are the only courses that will be offered in association with your study abroad program.*
* **Will students be permitted to enroll in more than one of the courses?**
* **Will Program Directors offer students the option to earn *additional* academic credit through independent study** (or similar)**?** *Independent study requires 45 hours of supervised activity per credit unit. Contact hours might include directed reading, assignments, volunteer work, service learning, internship, research project, etc. These hours cannot overlap with those that the student is already receiving credit for in another course. If you offer an independent study option through your program, a Program Director must serve as the supervisor for these credit units and be responsible for assessment. The supervisor and the student will be required to file any required paperwork with the hosting college. Typically, faculty compensation is not available for supervision of these courses.* *Select all that apply.*

# 5. Course Details for Each Course

To be completed for each unique course associated with the program (but not for any courses that you plan to cross-list with the unique courses).

* **If this course is included in the**[**General Education**](https://catalog.csusb.edu/general-education-program/) **(GE) program, indicate the official designation(s).**
* **If this is a mandatory or optional course to meet the requirements for any CSUSB major(s), minor(s), or certificate program(s), provide this information here.**
* **Who will teach the course?**
* **Provide a short course description**
* **What are the academic student learning outcomes of the course?**
* **How will teaching the course internationally, and at the specific location(s) selected, enhance or make possible these learning outcomes?**
* **What are the study abroad-specific student learning objectives of the program?** *For ideas, consider resources from places like* [*University of Minnesota*](https://studyabroad.d.umn.edu/academics/study-abroad-program-learning-outcomes) *and* [*Boston University*](https://www.bu.edu/provost/files/2014/01/Study-Abroad-Program-Outcomes-12.2013.pdf)*. Note that these learning objectives will be assessed by the Education Abroad Office through a post-program survey; Program Directors are not expected to assess these learning objectives.*

**Instruction hours** represent supervised academic activity associated with your course, including direct and indirect instruction, time designated for student study and preparation, and transportation to and from instructional activities. For regular, on-campus classes, the distribution of instruction hours is 1 hour of direct instruction and 2 hours of out-of-class course preparation and assignments per 1-unit, per week. In a 15-week semester, that totals 45 instruction hours per unit. The same number of instruction hours are expected for study abroad programs, but there is much more flexibility in the way these hours are distributed across activities. Instruction hours for an education abroad class do not all need to be completed during international travel, but any requirements outside of the program dates must be disclosed to students before they enroll in the program.

**Estimate the distribution of instruction hours.** *Account for 45 contact hours per unit of credit. For a 1-unit course, allocate at least 45 contact hours; for a 2-unit course, allocate at least 90 contact hours; for a 3-unit course, allocate at least 135 contact hours; and so forth. Any substantial changes to the allocations below should be communicated to the Education Abroad Office before departure.* *Where you have activities planned that are touristic in nature or otherwise do not support course learning outcomes, do not include them in the instruction hours count below. Note also that while transportation hours can count toward your total number of instruction hours, courses should not rely heavily or primarily on transportation hours to reach required instruction hours minimums.*

**SUMMER PROGRAM APPLICANTS, PLEASE NOTE:** *The Education Abroad Office recommends that all summer CSUSB-led programs include some instruction hours before and/or after the international travel in order to extend the instruction period to at least five weeks. Programs less than five weeks in length are not eligible for student financial aid.*

***In Country Allocations***

* **Direct Instruction**
	+ On-Site Orientation
	+ Lectures by program leader(s)
	+ Presentations by guest lecturers, institutional partners, guides, local knowledge experts, etc.
* **Indirect instruction**
	+ Group discussions and debriefs
	+ Museum, library, heritage site, clinic, government, and other site visits
	+ Performances and other events that support the learning goals of the course
	+ Service learning projects
	+ Student research projects
	+ Conferences and workshops
	+ Conversational language learning and practice with native speakers
	+ Internship of volunteer work
	+ Other forms of community engagement
* **Student Study, Preparation, and Assignments**
	+ Assigned readings and/or viewings
	+ Written, artistic, oral, multimedia, and other assignments
	+ Time for reflection, processing, synthesis
* **Transportation to/from Instructional Activities**
	+ International travel
	+ In-country transportation

***US Allocations***

* **Pre-Trip**
	+ Pre-Trip Orientation (enter 2 hours)
	+ Pre-trip class meeting(s)
	+ Pre-trip assigned readings/viewings
	+ Pre-trip completion of assignments
	+ Pre-trip CITI human subjects training
* **Post- Trip**
	+ Post-trip class meeting(s)
	+ Post-trip assigned readings/viewings
	+ Post-trip completion of assignments

**Provide additional information on those instruction hour categories that you included in your calculations.** *While the Committee understands (and expects) that you won’t know all the details, providing what information you have helps reviewers to understand your vision and assures them of the academic integrity of the proposed program. If you see a category below that you do not intend to include as a part of your program, return to the previous page to adjust your hours allocations.*

* **Provide information on central topics that will be covered in the direct instruction.**
* **Provide additional information on planned guest lectures.** *E.g., topics, guest lecture name and position title.*
* **Provide additional information on planned group discussion and debrief topics***.*
* **Provide additional information on planned museum, library, heritage site, clinic, government building, and other site visits.** E*.g., site name and how the visit supports course learning outcomes. If you have excursions planned solely for touristic purposes, do not include them here.*
* **Provide additional information on performances and other events that your program will attend.** *E.g., event name, description, and how attendance supports course learning outcomes. If you have events or performances planned solely for touristic purposes, do not include them here.*
* **Provide additional information on the service learning projects you have planned or are planning.***E.g., established or in-progress site partnerships, planned activity, and how participation supports course learning outcomes.*
* **Provide additional information on the student research opportunities your program will support.***E.g., topics, methods, ethics training, IRB approvals, project development support plan, and intended use of research results. Include also the steps that you have taken to secure research permits or permissions, if required by the host country.*
* **Provide additional information on the conferences and workshops that students will attend.** *E.g., name, location, and how participation supports course learning outcomes.*
* **Provide additional information for how conversational language learning / practice with native language speakers will be arranged.**
* **Provide additional information on internship or other volunteer opportunities the students will participate in.***E.g., site placement information and student responsibilities, and how participation will support course learning outcomes.*
* **Provide additional information on other forms of planned community engagement.** *E.g., activities, communities/sites for engagement, and how participation will support course learning outcomes.*
* **Provide examples of relevant readings or viewings that may be assigned to students enrolled in the course,***in a bibliographic style of your choice.*
* **What type(s) of evaluation tools are you planning to use to monitor student learning and determine student grades in the course?***Select all that apply.* Essay(s); Reflection or response paper(s); Research paper(s) or report(s); Presentation(s); Performance(s); Poster(s); Multimedia assignment(s); Creative work (art, poetry, etc.); Discussion participation; Discussion post(s); Completing internship, volunteer, or community engagement hours requirement; Community or partner feedback; Peer feedback; Journaling; Quiz(zes); Exam(s); Other; None
* **Provide additional assignment and evaluation details here.** *You are not expected to have assignments finalized at the time of your proposal. However, providing what information you do have, or even your initial ideas, helps reviewers to understand your vision and assures them of the academic integrity of the proposed program.*
* ***OPTIONAL* Course syllabus.** *Submitting a syllabus that reflects how you intend to teach this course for the proposed study abroad program is optional, not required. Note, however, that all instructors must submit their final course syllabus to the Education Abroad Office before program departure.*
* **Will participation in the study abroad program be *required* for all students enrolled in the course associated with your study abroad program?**

**If you intend to cross-list any additional courses for your study abroad program, list them here with the department, course number, and course name.** *When you cross-list courses, students in all sections complete the same coursework and participate in the same activities, but receive credit for different courses on their transcript. This can help to attract students to your program. Note that a course cannot be cross-listed with more than three additional courses*.

# 6. Providers and Partnerships

* **Will this program use a third-party logistics provider?** *Third party providers are independent companies that arrange for things like transportation, accommodations, workshops, guest lectures, home stays, community visits, meals, entry and permit fees, tour guides, and so forth. Occasionally a third-party provider will also arrange or provide course instruction. While the Program Director is expected to make first contact with third party providers (if they will be used) to set the itinerary and to obtain a preliminary budget, the Education Abroad Office negotiates and executes contracts with third party providers on your behalf.*
	+ ***If yes****, provide Company name; Company contact name; Company contact email; Company contact phone number; Company website*
	+ **Attach the third party logistics provider quote, invoice, or agreement here.** *When requesting this document from the provider, ask that they provide a per participant price, with price differentiation for different numeric ranges of attendees (if possible). The documentation provided should also specify what is included in the program fee. Be sure that the document incudes the provider's name, logo, contact name, and contact information.*
* **Will your program take place (in full or in part) in partnership with a university in the host country?**
	+ ***If yes****, provide* University Name; City; International Partnerships contact name; Contact email; Contact phone number; University website; Program website (if applicable)
	+ **What will your university partner provide?** Accommodations; Meals; Instruction space; Lab / research space; Office space; Library access; Formal instruction; Connections / Networking with local vendors; In country orientation; Other; I don't know yet
	+ **Will there be a charge from the university partner for these services?**
* **Will your program have any other formal partnerships** *(non-university educational institutions, religious organizations, non-profits, businesses, government entities, etc.) that will require the execution of an MOU or other agreement?* **Provide information about the nature of the partnership.**

# 7. Itinerary

Download and complete the Itinerary Form to provide day-by-day plans for your study abroad program*.* Upload your itinerary here. *Only include activities that will take place in the host country or countries (not in the US).*

* **Which description best matches the itinerary intensity of your program?**
	+ **Slow paced** | Students have ample free or self-directed time, and organized activities are spread out.
	+ **Medium paced** | Students have some free or self-directed time and frequent organized activities
	+ **Fast paced** | Students have little free or self-directed time, and organized activities will keep them quite busy
* **Select all statements that apply to the accommodations that you intend to use.**
	+ Some or all require that guests bring their own linens
	+ Some or all require that guests bring their own towels
	+ Some or all require that guests bring their own sleeping bag
	+ Some or all may require more than 2 students to share a room
	+ Some or all are co-ed dorms (males and females share a single room)
	+ None of the above
* **Does your itinerary include one or more overnight train, bus, boat, or other forms of transportation that will substitute for accommodations?**
* **Where will in-country lectures and/or group meetings take place?** *Describe the classroom(s) or classroom substitute(s) you have identified. If not applicable, write "N/A."*

# 8. Transportation and Travel Details

* *If Applicable,* **Does the program fee from your third party provider include a group flight?** *Most programs do not include a group flight.*
* **Which airport will participants fly into for their arrival?** *Provide airport code, airport name, and city.*
* **What airport will participants fly out of for their departure?**
* **Is a travel visa required for US citizens to travel to any of the locations in your itinerary?**
* **How many days before participants arrive will the Program Director(s) arrive?** *Some Program Directors prefer to arrive before participants to check on logistical arrangements and to be sure they are available to meet all participants as they arrive. This is optional.*
* Program Director(s) will arrive same day as program participants
* Program Director(s) will arrive one day before program participants
* Program Director(s) will arrive two days before program participants
* Other
* **How many days after participants leave will the Program Director(s) depart?***Some Program Directors prefer to depart after participants to wrap up program logistics and to be sure they are able to see all participants off as they depart. This is optional.*
	+ Program Director(s) will depart the same day as program participants
	+ Program Director(s) will depart one day after program participants
	+ Program Director(s) will depart two days after program participants
	+ Other
* **What type(s) of on-site transportation will students use in country?** *Select all that apply: Taxi, Uber, Lyft, or similar; Formal public transportation (bus, metro, trolly, ferry, or similar); Informal public transportation (rickshaw, share taxi, tuktuk, matatu. etc.); Train; Air travel, commercial airlines; Charter flight; Charter vehicle; Charter boat; Other.*

# 9. Budget

Download and complete the Budget Worksheet. **Upload your program budget.** We're human, just like you. If you find any formula errors in the budget worksheet, please notify the Education Abroad Office so that we can improve the proposal submission process for everyone.

* **What is the minimum enrollment number that you have used to calculate the budget you are submitting?** *For most programs, this number is between 9 and 13. Note that final minimum enrollment number will be determined by the Education Abroad Office, in consultation with the appropriate College Dean(s).*
* **Based on the budget you are submitting, what is your estimated per student program fee?** *Note that if you are using a third party provider, the third party provider per student fee is not the same as the CSUSB program fee, which is calculated to cover additional expenses (line instructor expenses and travel insurance) not included in the third party provider fee.*
* ***OPTIONAL.* Attach any available quotes, agreement drafts, invoices, or other documents from planned service providers** (*not* third party logistics providers) **here.***For example, translators, guest speakers, transportation providers, university partners. Only one document can be uploaded here; if you need assistance compiling multiple documents into a single PDF, contact the Education Abroad Office at goabraod@csusb.edu. Quotes from service providers are not required at the time of proposal submission, but can help the committee to understand your vision.*
* **What is your advice to students regarding money in the host country or countries?** Select any that apply.
* Cashless society -- bring ATM debit or credit card
* Bring US dollars to exchange for local currency
* Exchange US dollars for local currency before you depart the US
* Use ATM in host country to extract cash in the local currency
* Use cashless direct transfer app (list platform popular in host country
* Traveller's cheques (4)
* **Do you have any other tips for students, based on your knowledge of the host country?** *For example, only bring US bills newer than 2017 for exchange; do not bring bills larger than 50; society is entirely cashless so do not exchange money; do not exchange money in airport; most things are paid for through transfer of wireless credit; MasterCard not widely accepted; bring a money belt; etc. If you don't have any advice, write "N/A."*

# 10. Health and Safety

* **List any health or safety concerns that you are aware of in the host country and what specific actions Program Directors will take to mitigate these risks.***All program proposals will be reviewed by the Office of Risk Management.*
* **What is the current US Department of State travel advisory level?** *The Chancellor's Office dictates in EO-1081 that international programs shall "not operate in countries where there is a U.S. State Department "Travel Advisory" above level two, unless an exception is granted in writing by the campus president or the chancellor. Exceptions should be granted only after a review of the risk and the steps to be taken to establish a safe living and learning environment.”* ***What steps have you taken to secure an exception and review the risks of travel with the Office of Risk Management?****This must be completed before your program proposal can be reviewed.* ***Upload any relevant correspondences, permissions, or risk mitigation plans****pertaining to your exception and collaboration with the Office of Risk Management.*
* **Will participants engage in any of the following activities as a part of the program itinerary?**
* Automobile racing or speed contests
* Bungee jumping
* Jet, snow or water skiing
* Mountain climbing requiring ropes or guides
* Off-road motorcycling
* Off-road motorized vehicle travel (vehicle not requiring licensing as a motor vehicle)
* Parasailing
* Scuba diving
* Sky diving
* Spelunking
* Surfing White water rafting
* **Provide a short description of the critical incident(s) that took place the last time this program was offered and what action(s) were taken in response.**
* **List any special considerations for LGBT+ travelers to your study abroad destination(s).** If none, write "N/A."
* **List any special considerations for travelers with disabilities at your study abroad destination(s).** If none, write "N/A."

# 11. Enrollment Requirements

* *If one Program Director,* **What is the maximum number of students that you would be able to take on this program without the need of a second Program Director?**
* *If two Program Directors,* **What is the maximum number of students that you could take on this program with your two Program Directors?**
* **What is the maximum number of students that you could take on this program with all listed program leaders?**
* **Programs don't always attract enough participants to support multiple program leaders. If this program were to move forward with fewer Program Directors, what is the maximum number of students that you could enroll?**
* **Enrollment minimums and budgetary concerns aside, what is the minimum number of students with which you would be willing to run this program?**
* **Will any non-matriculated minors** (participants under the age of 18 who are not pursuing a degree at CSUSB) **enroll in this program?**
* **Upload confirmation of Program Director Youth Protections training.**
* **Upload your** blank **parent permission form(s).**
* **Upload your program plan for addressing all university requirements and other applicable best practices for traveling with minors.**
* **Indicate any eligibility requirements you would like to list for student participants***(prerequisites, class standing, major, minimum GPA, etc.). Standard eligibility is a 2.0 or higher GPA. Note that listing additional requirements will reduce your potential applicant pool. If none, write "N/A."*
* **Are you willing to accept students from other universities who would like to participate in your study abroad program?**
* **Are you willing to accept non-students** (community members, staff members) **who would like to participate in your study abroad program, but who are not interested in earning credit for the associated course?**

# 12. Recruitment and Marketing

* **Provide a short summary**(3-5 sentences, ideally no more than 80 words, and maximum 500 characters) **of your intended program, appropriate for marketing your program and generating student interest.**
* **Provide any suggestions that you have for marketing your program.** *For example, should we target marketing to any specific majors, classes, or student groups? Should we use a specific listserv? Should we emphasize a specific point?*
* *Optional.* **Provide short descriptions for each attraction and location on your itinerary.** *Where you do not provide this information, it will be generated for you.*
* *OPTIONAL.*If you have some available, **upload your own photos taken in the host country that we can use for marketing purposes.** Be sure that you have the rights / permission to share this image. You may send additional images to goabroad@csusb.edu.

# 13. For *Each* Program Director

* Confirm that you have discussed this program with your Chair or Supervisor and have their support for this program.
* Confirm that offering this program will not create an overload, additional pay, or CBA issue.
* *If applicable,***Leading a study abroad program that is embedded within or otherwise associated with a Fall or Spring semester course will likely be considered a part of regular teaching load and will not merit additional compensation.**
* **EO 1081 Compliance |**Per the CSU Chancellor’s Office EO 1081: Exchange Programs and Campus Activities Abroad, all CSU study abroad programs are required to have a faculty or staff leader with appropriate experience and expertise related to the program destination and program objectives. **Provide a short explanation of your experience or expertise related to the program destination and/or program objectives.***Include any in-country or regional experience (location, length, and nature of stay), relevant language skills, subject or other relevant expertise, and previous experience leading study abroad or other student travel programs. In other words, what qualifies this person to lead this program to this place?*
* **Have you previously taught the course(s) that you will teach in this program*? If no****, p*rovide a short explanation of the expertise or experiences that qualify or have prepared you to teach this course.**If yes,** attach a copy of the syllabus from the last time you taught this course.
* **Upload a photo of you that can be used for program marketing purposes.**
* **Issuing country & expiration date of the passport on which you will travel**

**Sign below to indicate your understanding of and agreement to the following statements:** If my program is approved to run, I will be required to submit law enforcement, fire/rescue, and emergency medical services contact information for all locations on my itinerary before departure. Prepare and deliver a country-specific pre-departure orientation for students. The Education Abroad Office will provide a general orientation.Designate assembly sites and shelter locations for each location on the itinerary and communicate this information to program participants. Follow emergency response guidelines and procedures from the Education Abroad Office.

**Read the following statements and then sign to acknowledge your understanding.** Program Directors are prohibited from receiving payment for coursework being taught on a CSUSB-led program by any entity other than CSUSB, except where such payments are approved in writing by the Education Abroad Office. Program Directors are prohibited from receiving from contracted partners and providers any personal benefit or service that is undisclosed in the provider agreement. Program Directors may use unscheduled time in-country as they please, but they may not travel more than two hours from the current program site, and they must be accessible by phone and email at all times. Program Directors must attend all program activities required for program participants, and conduct regular site visits for internships, service learning, volunteer work, and similar.

**Program Directors are discouraged from having dependents or guests accompany them *during* the study abroad program** (but are welcome to travel with whomever they would like before or after the study abroad period). **Will you have any dependents or guests accompany you during the study abroad program?** This disclosure will not affect the review of your proposal; the information is, however, important for the Education Abroad Office to be aware of for logistics planning, insurance, and budgetary purposes if your program is approved. Note that, in all cases, if a dependent or guest under the age of 18 will accompany a Program Director, another adult responsible for that minor must also be present.

**Do you wish to disclose any real or perceived conflicts of interest?** *A conflict of interest exists when a faculty or staff member's financial interests or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the faculty or staff member performs their responsibilities at the University. Disclosure is especially important in the event of a contract between CSUSB and an outside company or organization in which you hold a significant financial or familial interest, even when you are not initiating or taking an active role in assessing or negotiating the contract.* ***If yes, explain the real or perceived conflict(s) of interest you wish to disclose.***

# 14. Proposal Completion

This last block of questions collects any additional information that you would like to provide before a final check and submission.

* If there is anything else you would like to tell us about your program, include it here.
* If you have student feedback, interest surveys, or other evidence of program effectiveness or demand to share, upload it here.
* If you have any additional files to upload, do so here.
* If you have any feedback that can help the Education Abroad Office to improve the proposal process, share it here.