

Outline – Proposals for Non-Credit Student Activities Abroad (e.g., field research, musical performance, sports activities, etc.)

***If students are traveling abroad alone, based on a faculty or staff members' recommendation or encouragement, no proposal is needed, even if the students have IU funding to support their travel. No proposal is needed if students are attending conferences organized for their field even if IU staff is assisting with payments for the conference activities.***

***Proposals are necessary when a faculty or staff member is involved in establishing or facilitating arrangements, e.g., creating opportunities for research, scheduling musical performances or sports activities or setting up other non-credit travel abroad for students.***

*Contact the Study Abroad Office if you need clarification on what type of activities need a proposal and which form to use. NOTE: Proposals should be submitted electronically to the IUPUI Director of Study Abroad.*

### **A. Basic Description**

Include name of any accompanying IU faculty or staff.

### **B. Activity Abroad**

Describe the activities of the student(s) with dates of those activities. Provide an itinerary if traveling to more than one destination.

### **C. Support Services Abroad**

Who will address students' logistical, academic, personal, medical, and emergency concerns?

### **D. Health, Safety and Security**

Review the Country Specific Information Sheet(s) for your destination(s) at the [Web site of the U.S. Department of State](#) and the Health Information for Travelers of the [Centers for Disease Control](#) and respond to issues raised.

Note: Except in special circumstances, Indiana University will not offer or support study abroad in countries that are under a State Department Travel Warning. Request for exemptions based on "special circumstances" are evaluated on a program-by-program basis through a [process established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council \(OSAC\)](#). The Committee has the authority to make the final decision on such requests from program organizers.

Note: Programs involving children must comply with all Indiana University requirements, as outlined in the [policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council \(OSAC\)](#).

How will health, safety and security issues be addressed?

### **E. Supplementary Activities**

Describe any supplementary activities and how they complement the trip objectives.

### **F. Room and Board**

Describe student housing accommodations and meal arrangements.

### **G. Additional Materials**

Please submit the following documents:

- Letter or email of support from the chair or head of unit.

## H. Administration

Only if relevant, describe the procedure for collecting fees, paying costs abroad, enrolling participants in student health insurance, conducting checks of academic and disciplinary records, collecting and retaining documents (Agreement and Release forms, emergency contact information, medical history forms), etc.

Who will establish participation policies? Who will establish the protocol for behavioral expectations, including developing a clear definition of behavior that warrants dismissal of a student from the activity?

If the program involves activities with children, who will pursue background checks for all faculty, staff, students, volunteers and who will register the program with the University Superintendent of Public Safety by filling out the online form located on OneStart, under Services, Protect IU, per the **policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC)**?