

SITE VISIT GRANT CHECKLIST

To apply for a site visit grant, please submit the following to the Office of Study Abroad by November 1st:

- Letter of Intent:** Describe the site-visit you intend to conduct, including a brief description of the faculty-led program you plan to develop as a result of the site visit. In your letter of intent, please state: your intended travel dates and destination; the relevance of the chosen destination to the academic program and/or course(s) to be offered; any international partners, universities, or organizations that will assist you in the program development and execution; health and safety issues, as well as any foreseeable problems or challenges, if applicable.
- Site-visit proposed budget:** Use the template provided to list expenses associated with your site-visit. If you are receiving additional funding from a different source, please include the amount.
- Site-visit tentative itinerary:** While this can be subject to change, a preliminary itinerary should be included with your request for a site-visit grant.
- Endorsement letters from Dean and Department head.**