

General Timeline for Developing and Leading an ASU Domestic Global Learning (DGL) Program		
Months out from program start date	Action	Responsible Party
12-18 months	Finalize program proposals. Seek approval from your College/Department. Meet with Domestic Global Learning (DGL) Programs Coordinator.	Faculty Director and SAO DGL Coordinator
10 months	Distribute budget template.	Study Abroad Director
10 months	Begin obtaining formal quotes/contracts from vendors for program.	Faculty Director and SAO DGL Coordinator
Throughout year	Attend and participate in the SAO sponsored faculty-directed workshops for academic year.	Faculty Director
9 months or sooner	Develop budget for next year's program based on vendor quotes and previous year's actual expenses.	Faculty Director and SAO DGL Coordinator
9 months	Your DGL Coordinator will add you to the Studio Abroad RM application upon Provost approval of your program. In your RM application, submit Study Abroad Disclosure Form and sign ASU Faculty/Staff Statement of Responsibility (required prior to approval of program budget).	Faculty Director and Support Faculty/Staff
9 months	Review proposed budgets and, if approved, send to college for final approval.	Study Abroad Director
9 months	Conduct risk assessment	SAO staff and Study Abroad Health and Safety Committee
9-10 months	Deadline for program proposals.	Faculty Director
8 months	Create/Revise program flyer and program webpage.	SAO DGL Coordinator with support of Faculty Director
8 months	Budget approval deadline	Faculty Director with support of DGL Coordinator
8-7 months	Marketing activities and info sessions. Work closely with academic advisors.	Faculty Director and Support Faculty/Staff with support of SAO DGL Coordinator
Throughout year	Promote your program at Study Abroad Office events (details will be shared)	Faculty Director with support of department
6 months	Work with departmental class scheduler to build/schedule courses for program.	Faculty Director with SAO support
6-3 months	Continue recruitment efforts in classes, info sessions, and other ASU marketing events.	Faculty Director and Support Faculty/Staff with support of DGL Coordinator

6 months	Conduct risk assessment	SAO staff and Study Abroad Health and Safety Committee
6 months	Deadline for course schedulers to schedule domestic study courses	Faculty working with department course schedulers
6 months until program departs	Complete Disciplinary Record Checks	SAO Associate Director with support of the Office of Student Rights and Responsibilities
6-2 months	Once program reaches target enrollment, work with SAO to purchase airfare. Coordinate with DGL Coordinator to inform students it is time to purchase airfare.	Faculty Director with SAO
Varies per term	Student application deadline.	SAO DGL Coordinator
Varies per term	Deadline for students to confirm to program. Review enrollment, determine program viability, and cancel under-enrolled programs as needed.	SAO DGL Coordinator
One week after the confirmation deadline	Per deadline extension policy, programs granted an extension must have met target enrollment by one week following the initial confirmation deadline, have an approved, re-worked budget based on lower enrollment, or have written approval from college/school to subsidize losses; otherwise, the program is cancelled.	SAO Review in conjunction with College/School
5-3 months	Obtain invoices and final contracts from vendors.	SAO Business Manager in collaboration with SAO DGL Coordinator
5-3 months	Review invoices and final contracts for accuracy and submit them for signature and payment. Update budget and monitor program expenses.	SAO Business Manager in collaboration with SAO DGL Coordinator
Throughout year	Participate in mandatory faculty pre-departure orientation, facilitated by SAO.	Faculty Director and Support Faculty/Staff
3-2 months	Complete all necessary online forms and paper work (contact information while away, Faculty/Staff Emergency Contacts, Offer Letter, Travel Advance paperwork, etc.). Submit detailed program itinerary.	Faculty Director and Study Abroad Office Business Manager
As soon as possible after program	Submit and process all necessary program receipts per ASU travel policy (within 7 days of program end date).	Faculty Director and Study Abroad Office Business Manager