

FDP Timeline		
Timeline		Tasks
Priority Submission Deadline	Late Deadline	
12-18 mos. before departure		Meet with chair and dean to discuss program plans and obtain initial approval Meet with EA to discuss program Conduct site visit if applicable Contact vendors to get quotes; research estimates Begin procedure to create new course and get approval, if applicable Meet with EA to review proposal and budget requirements Begin drafting proposal (including syllabus, budget, health and safety plan)
15-17 mos. before departure	10-12 mos. before departure	Collaborate with EA to develop proposal.
11-12 mos. before departure	8-9 mos. before departure	
Examples: Fall Quarter/Winter Break: Previous 31 October (Reviewed at November Meeting) Winter Quarter/Spring Break: Previous 31 January (Reviewed at February Meeting) Spring Quarter/Summer/Pre-Autumn: Previous 31 May (Reviewed at June Meeting)	Examples: Fall Quarter/Winter Break: Previous 31 January (Reviewed at February Meeting) Winter Quarter/Spring Break: Previous 31 March (Reviewed at April Meeting) Spring Quarter/Summer/Pre-Autumn: Previous 30 September (Reviewed at October Meeting)	Proposal due to EA, including estimated budget and supporting quotes. No agreements or contracts made at this time.
3-12 mos. before departure		
March Application Cycle Open: mid-January Deadline: Beginning of March (e.g. 7 March 2024) EA Program Start Date: Subsequent 1 May through 30 April Eligible Terms: Maymester, Summer, Fall Quarter/Semester, Academic Year, Winter Quarter, Spring Quarter/Semester	August Application Cycle (Gilman-McCain) Open: May Deadline: Beginning of August (e.g. 1 August 2024) EA Program Start Date: Subsequent 1 September through 30 April Eligible Terms: Fall Quarter/Semester, Academic Year, Winter Quarter, Spring Quarter/Semester	Eligible Students Apply for Benjamin A. Gilman International Scholarship/Gilman-McCain Scholarship
EA Program Start Date: Subsequent 1 May through 30 April Eligible Terms: Maymester, Summer, Fall Quarter/Semester, Academic Year, Winter Quarter, Spring Quarter/Semester	October Application Cycle (Gilman) Open: mid-August Deadline: Beginning of October (e.g. 10 October 2024) EA Program Start Date: Subsequent 1 December through 31 October Eligible Terms: Winter Break, J-Term, Winter Quarter, Spring Quarter/Semester, Maymester, Summer, Fall Quarter/Semester, Academic Year	
10-11 mos. before departure		Proposal sent to ISPAC for review/recommendation Proposal approved by Provost No promotion until officially approved.
9-11 mos. before departure	7-8 mos. before departure	Recruit students (EA Fair, classroom visits, info sessions, tabling) Promotional materials must be approved by EA Receive student applications and deposits
7-8 mos. before departure		Continue student recruitment (EA Fair, classroom visits, info sessions, tabling) Receive student applications and deposits
6-7 mo. before departure		Student application deadline Program Go/No Go Decision Collect student deposits
Program Go/No-Go Decision		
5-6 mo. before departure		Finalize/adjust budget Draft contracts Upload contracts for review/approval Post & collect student fees Purchase flights Submit Travel Authorization (request cash advance if applicable)
2-3 mo. before departure		Conduct first pre-departure orientations Collect student fees Pay invoices Attend Mandatory Training(s)
1 mo. before departure		Conduct final pre-departure orientation Receive cash advance (1 week prior to departure) Reserve airport shuttle to SEA
While abroad		Direct Program Maintain Contact with CWU Education Abroad Track expenses
After you return		Submit Expense Report