

Form Revised: March 19, 2018

The Office of Study Away offers a Program Development Grant to conduct site assessment in preparation for proposing and/or conducting a Faculty-Led Study Abroad program.

**Eligibility:**

1. Applicants must be a *continuing* WKU employee intending to develop an FLSA program or who has a first-time FLSA program already approved.
2. Awards may only be considered for a program that has been conducted previously with clear and compelling reasons.
3. A limit of one award to an individual per academic year without clear and compelling reasons.

**Process:**

1. All forms found at <https://www.wku.edu/flsa/leaders/programgrant.php>.
2. Review FLSA Administrative Guidelines found at <https://www.wku.edu/flsa/leaders/guidelines.php>.
3. Determine a topic and location around which to develop a course.  
*NOTE: Check current programs at [www.wku.edu/flsa/programs/](http://www.wku.edu/flsa/programs/) to determine if a similar is being offered.*
4. Work with your department head to determine the feasibility of a Study Away offering.
5. Secure matching funds. STUDY AWAY contribution may not exceed 50% of total and must be matched to other sources as stated on the application.
6. Complete **Program Development Grant Application** found here <https://www.wku.edu/flsa/leaders/programgrant.php>.
7. Submit application to department head/chair.
8. A department head/chair and college Dean are responsible for approving the travel grant application. The Office of Study Away retains the right to return an application for further review.
9. After Dean approval, submit application to the Director of the Office of Study Away.
10. The Office of Study Away will review budget and contact the applicant on status.
11. If approved by the Office of Study Away, the applicant and Study Away Director will agree on terms and travel plans.
12. Normally, the grant is processed as a travel Voucher through the normal WKU reimbursement process.

**Responsibilities:** The applicant is responsible for securing the Pre-Travel Authorization prior to receiving any funds from this grant. Awardees are obligated to include a program development post report in the relevant program proposal.

**Deadlines:** Submit application ninety (90) days prior to planned departure date. The site assessment should take place at least one academic term prior to planned Study Away program. All forms should be sent to the Office of Study Away:

Campus Mail: Study Away Office                      Scan/email: [study.away@wku.edu](mailto:study.away@wku.edu)  
                    Tate Page Hall 125                      Fax: 270-745-4499

The Study Away Director provides these funds in support of future FLSA program leaders, but cannot guarantee funds will be available. Matching funds may be from any other source, including personal funds.