



## Development Funding Request for WMU Study Abroad Course/Program

Note: Please submit your responses on this PDF fillable form. Feel free to attach a WORD document in the event more space is needed for a given topic.

Development Funding (maximum: \$2,500) for faculty-led study abroad courses/programs is available to:

- a) A faculty member who wishes to develop a new study abroad course/program for WMU.
- b) A faculty member who wishes to assume direct responsibility for an existing WMU study abroad course/program.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested funding is for:

- \_\_\_\_\_ a) Development of a new study abroad course/program for WMU
- \_\_\_\_\_ b) A faculty member who wishes to assume direct responsibility for an existing WMU study abroad course/program

1. Describe your proposed travel plan including dates, location(s), specific site(s), and activities.

2. Describe your goals and objectives for this exploratory trip.
3. Describe your international involvement while employed at WMU.
4. Submit a budget of estimated expenses to accomplish your goals. Indicate contribution from department/college or other sources.
5. Attach a letter of support from your immediate supervisor indicating knowledge of the project and support for activities.

All travel expenses must be reconciled within 30 days of your return to WMU. A written “completion report” is also required within 30 days. Please submit electronically to Lee Penyak at [lee.penyak@wmich.edu](mailto:lee.penyak@wmich.edu).

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SIGNATURES

Please attach this signature page to the end of the funding application and submit one hard copy to WMU Study Abroad. The proposal will not be reviewed without all appropriate signatures.

	<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>
<b>Faculty Director</b>			
<b>Co-Director (if applicable)</b>			
<b>Department Chair (approval)</b>			
<b>Dean (approval)</b>			

Please submit all documents electronically to [lee.penyak@wmich.edu](mailto:lee.penyak@wmich.edu). Either scan and attach the signature page or send one hard copy of the signature page to Lee M. Penyak, Ph.D., Director of Study Abroad, WMU Study Abroad, Ellsworth Hall, mailstop: 5245.