General Information

Name of Instructor ________________________________

Rank/Title _________________________________________

Department _______________________________________

College ___________________________________________

Office Phone _______________________________________

Mail Stop Code/Building/Room Number

JMU Email _________________________________________

Course Proposal

Title of proposed course ___________________________

Location—city(ies), country(ies), region(s)

Brief course description ______________________________

Course syllabus: please attach.

Benefit statements: please attach (1) a one-page statement about the pedagogical benefits of teaching the course in the proposed location, (2) a one-page statement explaining how the course will meet the learning objective of the proposed cluster, and (3) a one-page Summary of the proposer’s experience with and possible contacts in the destination country

Planning Trip Budget Summary (Please itemize on the following page)

Total planning trip expenses requested $ ______________________

Signatures

Instructor(s) ___________________________ Date ______________

Department Chair/Unit Head ___________________________ Date ______________

College Dean/Division Head ___________________________ Date ______________
## Budget Information

### Planning Trip Costs

#### Travel

- **Airfare**: $\ \$
- **Ground transportation (including airport transfers, here and abroad; travel by train/bus/taxi/boat)**: $\ \$

#### Living Expenses

Refer to U.S. State Department per diem rates at [http://aoprals.state.gov](http://aoprals.state.gov)

- **Meals** ($ \times $ \text{days}) = $\ \$
- **Lodging** ($ \times $ \text{days}) = $\ \$

#### Other (e.g., telephone, Internet access, postage)

- **Registration Fees**: $\ \$
- **Other (specify)**: $\ \$

---

**TOTAL PLANNING TRIP COSTS**: $\ \$

---

Have you received OIP or JMU support previously for international program development or travel?  

- [ ] Yes  
- [ ] No

If yes, list grant type and date of most recent award.