

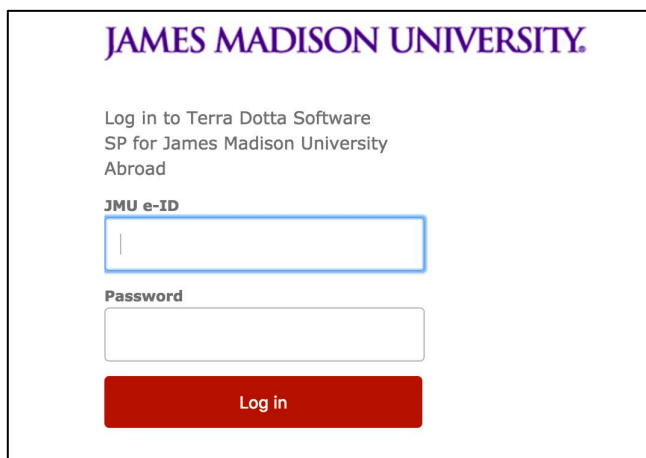
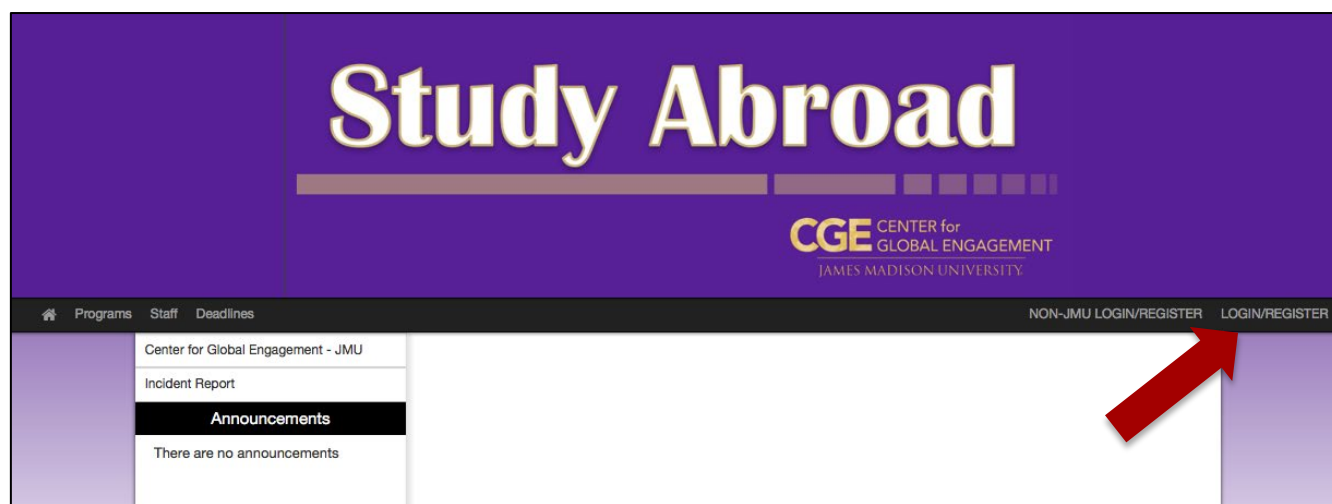
1. Start by using the following link:

**Program Proposal:** <https://jmu-abroad.terradotta.com>

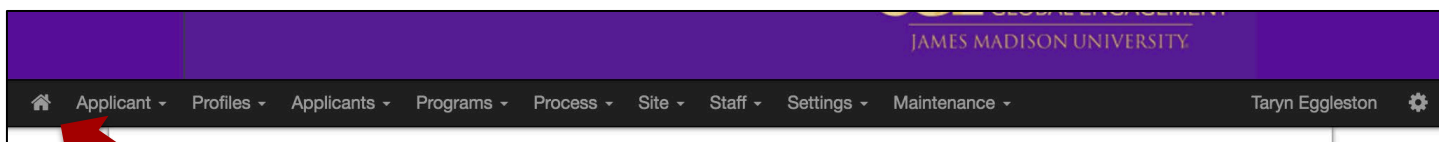
**Proposals must be started and completed by the primary Program Director.  
Only one faculty member will have access to the Proposal Application / Site.**

If a proposal is "Approved," the CGE will use this portal to collect further information.

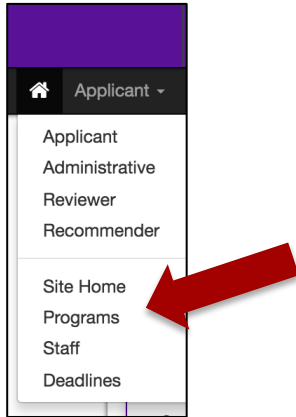
2. You will login/register with your JMU e-ID and password.



3. Once you are logged in, at the upper left portion of the screen you will see a "Home" icon.



4. From the dropdown of the “Home” icon, click “Programs.”



5. Scroll and Select – “Program Proposal 1” for internationally based programs or “Program Program – Domestic” for programs within the states.

*(Fill out “Program Proposal 2, 3, or 4” ONLY if you are leading additional programs.)*

	Panama City	Panama	North America	
Program Faculty / Personnel Travel Registration	Harrisonburg, Virginia	United States	North America	
Program Proposal - Domestic	Harrisonburg, Virginia	United States	North America	
Program Proposal 1	Harrisonburg, Virginia	United States	North America	
Program Proposal 2	Harrisonburg, Virginia	United States	North America	
Program Proposal 3	Harrisonburg, Virginia	United States	North America	
Program Proposal 4	Harrisonburg, Virginia	United States	North America	
★ Russia - Russian in Moscow	Moscow	Russia	Europe	

6. Select the “Apply Now” button

### Program Proposal 1 (Outgoing Program)

**Locations:** Harrisonburg, Virginia, United States;

**Program Terms:** Spring, Spring Break - Admin, Summer, Summer - Admin

[Apply Now](#)

7. Select from **Available Program Terms**

- Select the term and Click ‘Apply’

Your two options for programs are **Summer – Admin, 2020** or **Spring Break – Admin, 2020**.

#### Available Terms

Terms

Summer - Admin, 2020

Spring Break - Admin, 2020

[Apply](#) [Cancel](#)

8. Required Applicant Information: **Applicant Parameters.**

- This is a new field required of all JMU students. Due to the Program Proposal living as an application within Terra Dotta, Program Directors (who have not yet previously completed a proposal) will also need to answer these brief questions before proceeding with the Program Proposal application.
- Click **“Save.”**

9. Program Proposal **Application:**

- Click on each item to answer the set of questions. As you submit the necessary information, checkmarks will begin to appear in the “Received” column.

You will be required to complete **all** ‘Application Questions’ and ‘Learning Content’ by **August 1, 2019.**

**This portal will be the primary way the CGE will collect information and manage documents.**

As preparation continues, additional information we need to collect will appear as items on the site.

**Please periodically check this site for new items.**

The screenshot shows the 'Study Abroad' application portal for the Center for Global Engagement at James Madison University. The page title is 'Program Application Page (Pre-Decision)'. A navigation bar includes links for Applicant, Profiles, Applicants, Programs, Process, Site, Staff, Settings, and Maintenance. The user is logged in as Taryn Roberts. The page content is organized into several sections:

- Professor Smith**: A table showing application details for 'Program Proposal 1' in 'Summer - Admin, 2020' with a deadline of '08/01/2019' and dates 'TBA'.
- Application Instructions**: Text explaining that progress is tracked by checkboxes in the 'Received' column and that the application is complete when all are marked. It also notes that 'Application Complete' will be notified via a message box within 24 hours.
- Learning Content**: A table with two rows: 'Diversity, Access, and Inclusion Statement' and 'Program Approval', both with empty 'Received' checkboxes.
- Application Questions**: A table with seven rows, each representing a questionnaire step (e.g., '1. Program Proposal - Director Information') with an empty 'Received' checkbox.

Title	Received
Diversity, Access, and Inclusion Statement	<input type="checkbox"/>
Program Approval	<input type="checkbox"/>

Title	Received
1. Program Proposal - Director Information	<input type="checkbox"/>
2. Program Proposal - Additional JMU Personnel	<input type="checkbox"/>
3. Program Proposal - Program Details	<input type="checkbox"/>
4. Program Proposal - Curriculum	<input type="checkbox"/>
5. Program Proposal - Program Description	<input type="checkbox"/>
6. Program Proposal - Applicant Parameters	<input type="checkbox"/>
7. Program Proposal - Application Items / Requirements	<input type="checkbox"/>