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.)

6. Select the “Apply Now” button

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.
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.**