



### Submitting a Faculty-led Proposal

If you have any questions about submitting a faculty-led proposal, please email Kathy Jicinsky, Assistant Director of Study Abroad for Faculty-led Programs, at [kathy.jicinsky@winona.edu](mailto:kathy.jicinsky@winona.edu).

---

### Frequently Asked Questions

**Q:** What is the review and approval process?

**A:** There is an 8-step process with each approval leading to the next step.

1. Department Chair(s) review and make decision on approval (deadline is January 15)
2. Dean(s) reviews and makes decision on approval (January 16-February 1)
3. Faculty-led Study Away Programs Subcommittee (FLPS) reviews and makes decision on approval (February – March)
4. A2C2 reviews and makes decision on approval (March – April)
5. Faculty Senate reviews and makes decision on approval (March – April)  
*NOTE: After Faculty Senate approval, applications for the faculty-led program can launch.*
6. Meet and Confer reviews and makes decision on approval (March – April)
7. Provost reviews and makes decision on approval (May – June)
8. WSU President reviews and makes decision on approval (for international destinations) (May – June)

**Q:** If the proposal submission deadline is January 15, what is the deadline for my Department Chair to approve?

**A:** January 15 is also the Department Chair approval deadline. We recommend faculty complete the faculty-led proposal information well in advance of the deadline to build in enough time for the Study Abroad Office to email the faculty-led proposal to the Department Chair(s) for their review and decision on approval.

**Q:** Do I send the proposal information to my Department Chair for their review and decision on approval?

**A:** No, although you should make your Department Chair aware of your intent to propose a faculty-led program, Study Abroad staff will send the faculty-led proposal the Department Chair(s) within 1-3 business days after the faculty leader completes all proposal requirements.

**Q:** What about Dean approval?

**A:** The Deans will review all Department Chair-approved faculty-led proposals submitted from faculty in their College during January 16-February 1. Study Abroad staff will share the complete proposals and Department Chair approval(s) with the Dean(s) on the first business day after January 15. After Dean(s) approval, the proposal will be reviewed by FLPS in February or March.

**Q:** I'm submitting a proposal with a colleague from another department. Do both Department Chairs need to approve?

**A:** Yes. In the case the departments are in different Colleges, both Deans will also need to approve.

**Q:** Do I have to complete all the required proposal components at once?

**A:** No. The proposal does not need to be completed in one sitting.

**Q:** I'm proposing a program with two faculty leaders. How can my co-leader view and access the proposal information for review and feedback since it is linked to my personal login?

**A:** Contact Kathy Jicinsky ([Kathy.jicinsky@winona.edu](mailto:Kathy.jicinsky@winona.edu)) for assistance.

**Q:** How will I know when my proposal application is complete?

**A:** Your proposal application is complete when:

- All of the proposal components in the table below are submitted/completed
- The Department Chair(s) approval form(s) are submitted

If you have any questions about the status of your application, contact Kathy Jicinsky ([Kathy.jicinsky@winona.edu](mailto:Kathy.jicinsky@winona.edu)).

**Q:** What if I want to change information in part of the proposal after I submit that section?

**A:** Email Kathy Jicinsky ([Kathy.jicinsky@winona.edu](mailto:Kathy.jicinsky@winona.edu)) for assistance.

---

### Instructions

1. Navigate to the faculty-led proposal application page: [https://wsu.via-trm.com/program\\_brochure/22194](https://wsu.via-trm.com/program_brochure/22194).
2. Click on the "Apply button" (top right).
3. Click on the "Go to portal" button.
4. Sign in using [StarID@minnstate.edu](mailto:StarID@minnstate.edu) and your password. You may have to authenticate to log in.
5. Click on the "Apply" button (top right).
6. In the Start Application box, select the term for the faculty-led program you are proposing. Click the "Start Application" button.
7. Complete the information in the application and click on the "submit" button.
8. After submitting the application form, 7 additional required forms will be added to your application. It may take 15-45 seconds for the forms to be added to your application. The deadline for these forms is **11:59pm on January 15, 2026**.

7 Required Forms/Parts
1. Proposal Part 1: Program General Information
2. Proposal Part 2: Course Information & Program Itinerary
3. Proposal Part 3: Recruitment & Intended Audience
4. Proposal Part 4: Program Leader(s) Information
5. Proposal Part 5: Program Logistics
6. Proposal Part 6: Preparing Students to Travel
7. Faculty-led Proposal: Making Major Academic Changes <i>NOTE: You electronically sign this agreement. There is no information to submit in this section.</i>