

# How to Submit a Short-term Program Proposal



## Find and Start a Program Proposal

1. Find and Select a Proposal Program from [this list](#):

- Select **Program Proposal 1** if this is your only proposal.
- Select **Program Proposal 2, 3, or 4** *only* if you plan to lead multiple programs.
- Select **Program Proposal - Domestic** If you are leading a program within the United States.
- Select **Program Proposal 5 - Co-Director**, if you are listed as a Co-Director and the other program director has already submitted the program proposal.

2. Select the **Start a Program Proposal** button. If you are a Co-Director, select the **Submit Co-Director Information** button.

The screenshot shows the 'Overview' page of the JMU CGE website. On the left, there is a sidebar with four buttons: 'CGE Website', 'Proposal Instruction Guide', 'List of all Program Proposals', and 'Start a Program Proposal'. The main content area has a heading 'To start a Program Proposal:' followed by three numbered steps. Step 1 is identical to the text in the previous block. Step 2 says 'Select the **Start a Program Proposal** button.' Step 3 says 'You will be prompted to login. First, select **JMU Login**. Then enter your JI'.

Overview

CGE Website

Proposal Instruction Guide

List of all Program Proposals

Start a Program Proposal

Short Term Program Proposals will be accepted via CGE's Terra Dotta Appli  
Use this **Instruction Guide** for more details with screenshots from the site.

### To start a Program Proposal:

1. Find and Select a Proposal Program from **this list**:
  - Select **Program Proposal 1** if this is your only proposal. (*you are on t*
  - Select **Program Proposal 2, 3, or 4** *only* if you plan to lead multiple pi
  - If you are leading a **Domestic** program, please go to the **Program Pro**
  - If you are a **Program Co-Director**, and your fellow program director h
2. Select the **Start a Program Proposal** button.
3. You will be prompted to login. First, select **JMU Login**. Then enter your JI

3. You will be prompted to login. First, select **JMU Login**. Then enter your JMU EID and password.

**NOTE:** If you are coming back to an existing Program Proposal application, [login here](#), then go to **Home > Applicant >** find and select your proposal application.

The image shows two parts of the login process. On the left is a screenshot of the 'JMU Center for Global Engagement User Login' page. It includes instructions for first-time and returning non-JMU users, a contact email (studyabroad@jmu.edu), and two buttons: 'JMU Login' and 'Non-JMU Login'. On the right is a separate login form with fields for 'JMU eID' and 'Password', each with a toggle for visibility, and a red 'Log in' button.

JMU Center for Global Engagement  
User Login

JMU Students, Faculty, and Staff: Select "JMU Login" to login with your JMU eID.

First-Time Non-JMU User: If you do not have a JMU eID, please select "Create Account" to create a new non-JMU account.

Returning Non-JMU User: If you do not have a JMU eID, and you've logged in before, select "Non-JMU Login". If you create this non-JMU account and later get a JMU eID, please continue to login with your non-JMU account.

Questions? Contact the JMU CGE by email (studyabroad@jmu.edu) or phone (540-568-5209).

JMU Login Non-JMU Login

JMU eID

Password

Log in

# How to Submit a Short-term Program Proposal



## Online Program Proposal Submission

1. After logging in and selecting your program term/year, you may be asked to answer a few initial questions. *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. Only Gender and Date of Birth are required. After answering the required information, select “**Update**” to proceed to the proposal application.*

A screenshot of a web form titled "Required information". It contains several fields: "Gender \*" with a dropdown arrow, "Date of Birth \*" with a calendar icon, "Do you identify as Hispanic or Latino?" with a dropdown arrow, "Select one or more of the following races" with a dropdown arrow, and "Do you identify as a first generation college student?" with a dropdown arrow. An "Update" button is located at the bottom right of the form.

2. There are several proposal requirements to complete to submit your proposal for review. Select **Get Started!** to start completing the proposal requirements. You will find a few types of proposal requirements:



**Questionnaires** - Questions and prompts asking you to type in or upload details about your program. Once complete select '**Done**'. To save your progress, select '**Save**'. Some questionnaires will have **more than one page** because they have more than 10 questions/prompts. Select the ➤ button to continue to the next page.



**Learning Content** - Information for you to read and '**Mark as Read**'.

**Get Started!**

### Online application

- Program Proposal - Director Information
- Program Proposal - Additional JMU Personnel
- Program Proposal - Program Details
- Program Proposal - Curriculum
- Program Proposal - Program Description
- Program Proposal - Applicant Parameters
- Program Proposal - Application Items / Requirements
- Diversity, Access, and Inclusion Statement
- Program Approval

## How to Submit a Short-term Program Proposal



As requirements are completed, a checkmark will appear next to the item, and if you come back to your proposal application later, it will be moved down to the **Completed Requirements** section.

### Online application

✓ Program Proposal - Program Details

✗ Program Proposal - Curriculum

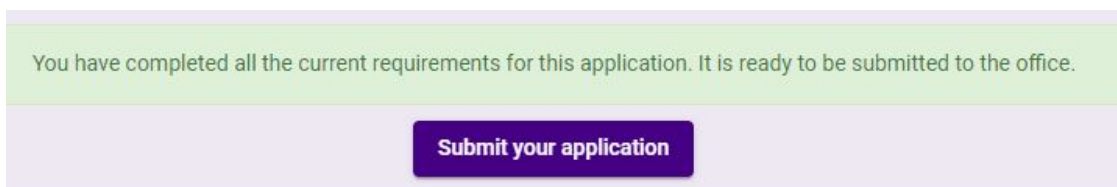
### Completed Requirements

Type	Name	Date Submitted	Actions
✗	Program Proposal - Additional JMU Personnel	03/17/2021	👁
✗	Program Proposal - Director Information	03/17/2021	👁

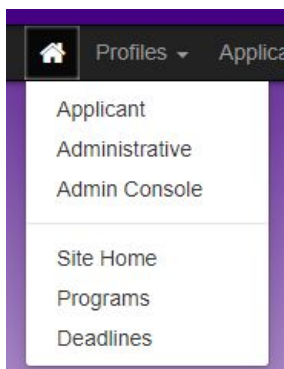
Please complete all requirements by the **proposal deadline** - August 1st.

***\*\*From year to year, some requirements may be modified. Each time you offer a program, please complete a new proposal and complete all the requirements again.***

3. Once all proposal requirements are complete, a **'Submit your application'** button will appear at the top of the screen. Select that button to finish your initial proposal submission.



4. After your proposal has been reviewed and approved, you will receive an email notification about the next steps.



You will be prompted to [log back in](#) and go to your Program Proposal application (**Home/Menu > Applicant** > find and select your proposal) to complete additional items before your program group departs.

Once those items have been completed, you will *again* be prompted to select a **'Submit your application'** button.