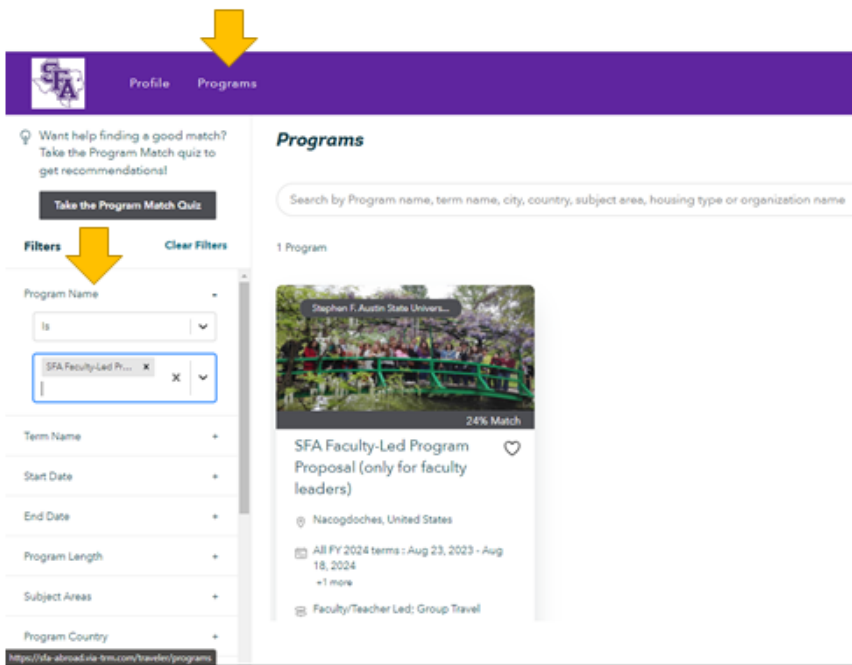


Faculty - led Program Proposal: Submission process

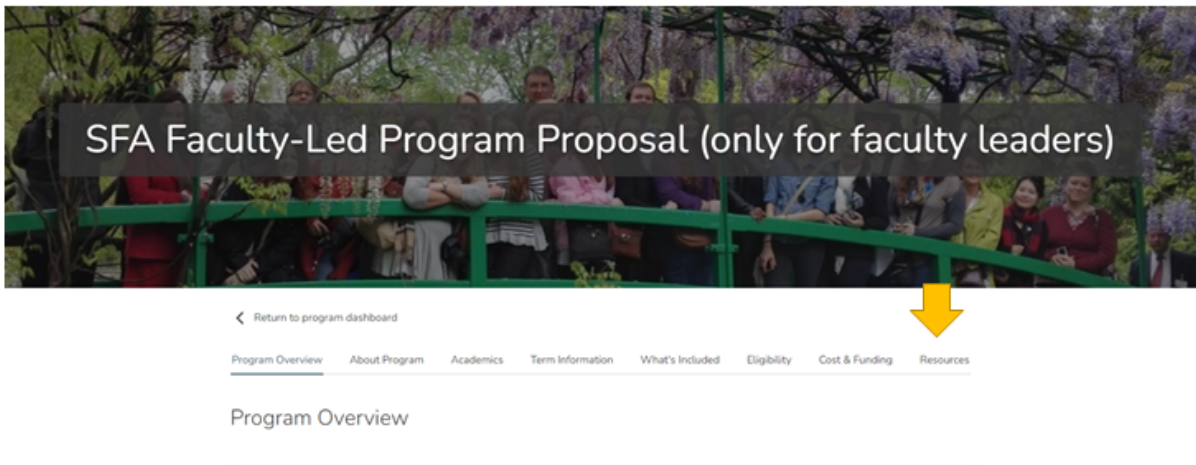
Program proposal applications for the following academic year open in the Fall (November 1).

Program proposals are due on April 1.

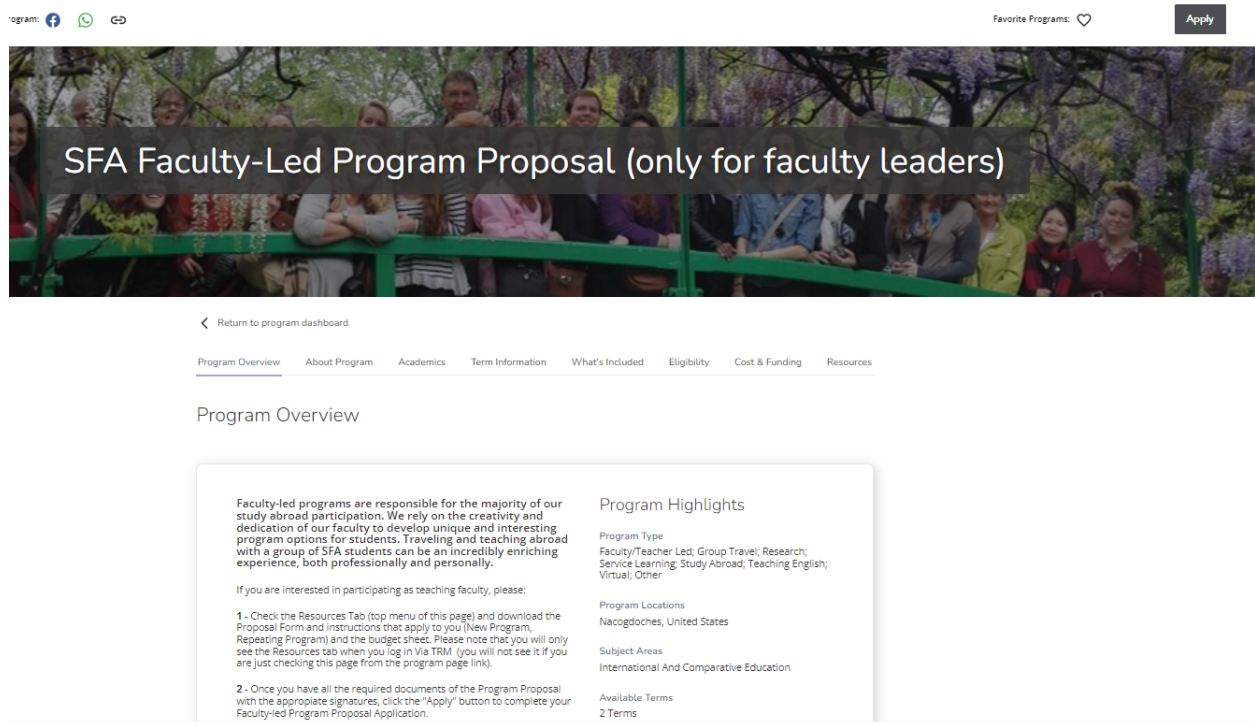
- 1- Log in [Via TRM](#) with your SFA credentials.
- 2- Click on Programs (Top purple ribbon)
- 3- Look for the Program Name filter in the menu on the left
Type **SFA Faculty-Led program proposal**



- 5- Click on the program brochure
- 6- The **Program Overview** tab lists the instructions.
- 7- The **Resources** tab hosts the proposal form and budget sheet template.



8- When ready to apply, click **Apply** (upper right corner of the program page). Upload your Program Proposal and supporting documents (itinerary, budget sheet).



9- Wait to hear from the OIP team within 7 business days.

10- Once the program is approved by the Provost, you can start recruiting students!