

ACTIVITY	WHO?	Autumn 2023	Spring 2024	Summer 2024		
		Winter Break 2023	Spring Break 2024	Any summer with spring course	Early (May)	Mid and Late (June - August)
NEW PROGRAM - Global education liaison submits new program proposal to OIA. If this deadline isn't met, new proposals will be considered on a case-by-case basis.	Global Education Liaison	Friday, July 1, 2022	Thursday, December 1, 2022		Tuesday, February 1, 2022	
REAUTHORIZATION - Global education liaison submits program reauthorization (for programs that have run at any point in the past) to OIA. If this deadline isn't met, late reauthorization proposals will be considered on a case-by-case basis.	Global Education Liaison	Wednesday, February 1, 2023	Monday, May 1, 2023	Monday, May 1, 2023		Thursday, June 1, 2023
DAILY ITINERARY, FLIGHT DATES, RD SPECIAL REQUESTS - Resident director submits flight dates and final draft of program itinerary to program specialist. RD requests for accompanying individual, airline deviations and other special requests are due.	Resident Directors	Friday, March 3, 2023	Thursday, June 1, 2023	Thursday, June 1, 2023	Friday, June 30, 2023	Friday, August 4, 2023
GROUP AIRFARE - Program specialist submits request to program manager for group air specifications (as needed).	OIA Specialist	Friday, March 3, 2023	Friday, June 9, 2023	Friday, June 9, 2023	Friday, July 7, 2023	Friday, August 11, 2023
BID PROCESS - Program specialist submits request for land packages to program manager (as needed).	OIA Specialist	Friday, March 10, 2023	Friday, June 16, 2023	Friday, June 16, 2023	Friday, July 14, 2023	Friday, August 18, 2023
PROGRAM FEE - Program specialist submits budget to program management team.	OIA Specialist	Monday, May 1, 2023	Monday, July 31, 2023	Monday, July 31, 2023	Monday, October 2, 2023	Monday, October 30, 2023
RECRUITING - Resident director/program specialist to conduct information sessions and other recruiting methods.	Resident Director/OIA Specialist	Spring 2023	Summer 2023/Autumn 2023	Summer 2023/Autumn 2023	Autumn 2023	Autumn 2023/Early Spring 2024
STUDENT APPLICATION DEADLINE						
RESIDENT DIRECTOR PROFILE - Resident director to complete required items on their globaleducation.osu.edu profile	Resident Director	Thursday, June 1, 2023	Thursday, October 5, 2023	Thursday, October 5, 2023	Tuesday, January 9, 2024	Thursday, February 1, 2024
ACCEPTANCE DECISIONS - Program specialist to admit students in globaleducation.osu.edu by this date	OIA Specialist	Friday, June 30, 2023	Monday, October 30, 2023	Monday, October 30, 2023	Tuesday, January 30, 2024	Friday, March 1, 2024
ORIENTATION - Resident director/program specialist to conduct student orientations	Resident Director/OIA Specialist	Throughout semester	Throughout semester	Throughout semester	Throughout semester	Throughout semester
PRE-PROGRAM FINANCES - Program specialist to submit per diem/GET card to program management team	OIA Specialist	Friday, September 29, 2023	Friday, January 12, 2024	Friday, February 23, 2024	Friday, February 23, 2024	Friday, February 23, 2024
FINANCIAL TRAINING - Resident director to complete "Global Education Finance 101" on BuckeyeLearn (for the ability to carry a GET card or receive a cash advance)	Resident Director	Friday, October 6, 2023	Friday, January 19, 2024	Friday, March 1, 2024	Friday, March 1, 2024	Friday, March 1, 2024
PRE-PROGRAM FINANCES - Resident director to sign International Acknowledgement for via WorkDay and pCard application via DocuSign	Resident Director	When email notifications are received	When email notifications are received	When email notifications are received	When email notifications are received	When email notifications are received
PRE-DEPARTURE HANDOFF - Resident director and specialist meet for final preparation	Resident Director & OIA Specialist	1-2 weeks before departure	1-2 weeks before departure	1-2 weeks before departure	1-2 weeks before departure	1-2 weeks before departure
POST TRAVEL EXPENSE REPORT - Resident director to submit expense report in Workday for GET card usage (or cash advance)	Resident Director	Within 7 days of program end	Within 7 days of program end	Within 7 days of program end	Within 7 days of program end	Within 7 days of program end
PERSONAL EXPENSE REPORT - Resident director to submit expense report in Workday for reimbursements (personal funds used or per diem)	Resident Director	Within 60 days of program end	Within 60 days of program end	Within 60 days of program end	Within 60 days of program end	Within 60 days of program end