

Activity	Autumn 2022	Spring 2023	Summer 2023		
	Winter Break	Spring Break 2023	Any Summer with Spring Course	Early (May)	Mid and Late ( June - August)
NEW PROGRAM - Global Education liaison to submit new program proposal to OIA	Thursday, July 1, 2021	Wednesday, December 1, 2021	Tuesday, February 1, 2022		
REAUTHORIZATION - Global Education liaison to submit program reauthorization (repeating programs) to OIA	Friday, April 1, 2022	Sunday, May 1, 2022	Sunday, May 1, 2022	Wednesday, June 1, 2022	
LATER PROPOSALS - OIA cannot guarantee a program fee in enough time to successful recruit if proposals are received after this date	Friday, May 27, 2022	Friday, July 1, 2022	Monday, August 1, 2022	Monday, August 1, 2022	Monday, August 1, 2022
DAILY ITINERARY - (once program is approved by OIA) Ideal date academic unit or Resident Director submits final draft of program Itinerary to OIA Specialist	Monday, May 16, 2022	Friday, April 15, 2022	Thursday, July 28, 2022	Tuesday, June 28, 2022	Tuesday, August 30, 2022
BID PROCESS - OIA submits RFP for air and land packages (as needed)	Tuesday, May 31, 2022	Tuesday, May 31, 2022	Friday, July 15, 2022	Friday, July 15, 2022	Friday, September 16, 2022
PROGRAM FEE - Ideal date by which OIA Specialist to submit budget to Program Management Team	Monday, June 20, 2022	Monday, August 1, 2022	Thursday, September 1, 2022	Thursday, September 1, 2022	Thursday, September 1, 2022
RECRUITING - Resident Director / OIA Specialist to conduct information sessions and other recruiting methods	Spring 2022 / Summer 2022	Summer 2022 / Autumn 2022	Autumn 2022	Autumn 2022	Autumn 2022 / Early Spring 2023
STUDENT APPLICATION DEADLINE					
RESIDENT DIRECTOR PROFILE - Resident Director to complete required items on their globaleducation.osu.edu profile	Wednesday, July 20, 2022	Wednesday, October 5, 2022	Wednesday, November 2, 2022	Wednesday, January 4, 2023	Wednesday, February 1, 2023
ACCOMPANYING INDIVIDUALS - Resident Director / Academic unit to complete accompanying individual documentation (if applicable)					
VIABILITY	Monday, August 1, 2022	TBD	TBD	TBD	TBD
ACCEPTANCE DECISIONS - OIA Specialist to admit students in globaleducation.osu.edu by this date	Friday, August 5, 2022	Tuesday, November 15, 2022	Thursday, December 15, 2022	Variable: January 10 / 30, 2023	Variable: March 1, 2023
ORIENTATION - Resident Director / OIA Specialist to conduct student orientations	Throughout semester	Throughout semester	Throughout semester	Throughout semester	Throughout semester
FINANCIAL TRAINING - Resident Director to complete "Global Education Finance 101" on BuckeyeLearn (for the ability to carry a GET Card)	Monday, October 31, 2022	Friday, January 27, 2023	Friday, March 10, 2023	Friday, March 10, 2023	Friday, March 10, 2023
PRE-PROGRAM FINANCES - Specialist to submit Per Diem / GET Card to Program Management Team, Resident Director to sign pCard application via DocuSign	TBD	TBD	TBD	TBD	TBD
PREPARTURE HANDOFF - Resident Director and Specialist meet for final preparation	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)	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)	Within 60 days of program end	Within 60 days of program end			