

The Office of International Education
STUDENT TRIP PROPOSALS for 2026

Previously known as “Student Group Study Abroad Grant”

(applications to be submitted by the faculty group leaders – one per trip)

Estimated Range of Awards: \$1,000 per qualified student*

Deadline for Applications:

- For Spring and Summer 2026 Trips: Fri, Sept. 19, 2025 with dean’s signature
- For Fall 2026 Trips: Fri, Jan 30, 2026 with dean’s signature

The Office of International Education is now accepting Student Trip Proposals for 2026. Proposals will be reviewed by the International and Domestic Grant Committee.

Please be mindful that we want to appeal to as many students on campus as possible, which means offering diverse study abroad opportunities – geographically and from a variety of disciplines. Please note, if there are too many trips proposed to the same location or within the same department, the committee may ask you to consider alternative locations or ask you to work with faculty from other, underrepresented disciplines.* If you are worried about this or want to make sure your trip is not overlapping with other proposed trips, please reach out to the Office of International Education. This is important, not just so we are engaging as many students on campus as possible, but also to ensure you have enough students signed up for your course/trip to make it viable.

Along with your Student Trip Proposal, each faculty leader must simultaneously submit a **Faculty Study Abroad Application** with the same deadlines as above. As you plan and budget for your trip, please keep in mind, faculty grants are typically \$3000, or for longer trips or those with special circumstances, a maximum of \$3500. You may talk to your department chair to see if there’s additional funding for trips with higher costs – however, we want these short-term trips to be financially accessible for students, so we encourage you to not go too much over the \$3000pp recommendation.

If your Student Trip Proposal is approved, the faculty leaders must distribute International Education’s **Student Study Abroad Application** form to each student wishing to travel. Once the students have been selected, our office will review the names and applications to ensure eligibility.

Students must have a minimum 2.5 GPA and be a full-time MSSU student to be eligible for a grant. For trips during Spring Break 2026, students must be enrolled or have completed a combined total of 24 hours during the Summer 2025, Fall 2025, and Spring 2026 semesters. For trips during May 2026 or Summer 2026, students must have completed or be enrolled in a combined total of 24 hours during the Fall 2025 and Spring 2026 semesters. If a student’s GPA drops below 2.5 before the study abroad experience, or if the student drops/fails a class and no longer has full-time status, his or her funding will be revoked. Our Title IX office will review the list of student names, and the International Education Office reserves the right to determine if a student cannot travel due to previous university conduct violations.

Spring/Summer 2026 Trips

Group leaders will be notified by **Oct. 8th** of the International & Domestic Grants Committee’s decision for spring and summer trips.

You are required to participate, or find a proxy if absolutely necessary, in a Study Abroad Fair on Fri. **Oct. 17th 10:30am-1:30pm.**

Students who have been selected for a study abroad trip must pay a \$1,000 non-refundable **deposit** to the Bursar's Office by **January 30th** or forfeit their slot on the trip. While faculty may set other payment deadlines for the remaining costs, the **full cost of the trip needs to be paid by the student at least 6 weeks prior to departure or by the last regular day of the spring semester, whichever comes first.**

Fall 2026 Trips

Group leaders will be notified by **Feb 20th** of the International & Domestic Grants Committee's decision for Fall 2026 trips.

Please note, if you wish to offer a Themed Semester related course and participate in the university-wide trip, there is a different application (for that, please complete the "Themed Semester Course Proposal"). You do not need to complete this Student Trip Proposal for the themed semester trip, as most of the planning will be completed by the International Office. However, the deadline for turning in the Themed Semester Course Proposal is the same as this application (Jan. 30th – with a decision notification date of Feb. 20th).

Students who have been selected for a study abroad trip must pay a \$1,000 non-refundable **deposit** to the Bursar's Office by **April 10th** or forfeit their slot on the trip. While faculty may set other payment deadlines for the remaining costs, the **full cost of the trip needs to be paid by the student at least 8 weeks prior to departure (note, this is further out than the spring requirement).**

Proposal Requirements

Please fill in the form on the next page and provide a detailed narrative for the items listed. You should provide this to your department chair and dean for signatures. Once you've filled in the form, completed the written narrative, and collected the required signatures, submit your trip proposal to the administrative assistant of the Office of International Education in Webster Hall, Social Science Department.

For additional information, you may contact:

Dr. Becca Shriver, Executive Director
Office of International Education, WH-228
Ext. 4105
E-mail: Shriver-R@mssu.edu

**One exception to this is for theme semester related trips.*

***A student is allowed only one short-term study abroad grant for most faculty-led trips – exceptions can be made one time for themed semester related trips.*

STUDENT TRIP PROPOSAL 2026

Names of faculty group leaders (there's now a **minimum of 2 faculty leaders**): _____

Department(s): _____

Title of proposed trip (please be creative, for marketing purposes): _____

Dates of proposed trip: _____

Destination of proposed trip: _____

Maximum number of students you would take (a realistic number): _____

Minimum number of students you would take (must be at least 7)*: _____

Estimated total cost of trip, per student: _____

Course number(s): _____ Total hours of credit: _____

Date(s) the course syllabus was approved: _____

Did you attend the pre-application study abroad workshop ("Travel Talk & Coffee") or provide the required information to our office via email? _____

**Exceptions can be made with pre-approval from the Office of International Education*

Date

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Department Chair

Date

Signature of Dean

The International & Domestic Grants Committee will use the following criteria to evaluate the proposals. Please attach a narrative that addresses all of these items.

Course Syllabus. Please include the syllabus for the course that this trip will be connected to.

Proposed itinerary and time on task. Please include a day-by-day breakdown and describe the activities for each day of the trip. Show how the trip itinerary is linked to the course objectives and material.

Location. Please answer the following: Why did you choose the proposed location(s), what is your professional or academic experience in the location(s), when was the last time you visited and for how long, are there any safety or public health issues that need to be addressed, and how do you expect the location(s) to benefit your teaching and student learning? Please also describe how you plan to arrange such activities as corporate visits, guest lectures, and cultural experiences. (Rather than just listing a visit to the Volkswagen Group in Germany, for example, please include the name of a specific contact you have there who would help make the arrangements.)

Academic rigor of the trip. Please describe how the trip will help meet the objectives of the course and how students will be assessed to determine if the objectives were met. Also, describe classroom meetings and orientation sessions that are planned before the trip, readings, projects/assignments, and post-trip debriefing meetings and presentations. Indicate how you would ensure that the majority of your students completed both the pre-test and post-test study abroad surveys. Finally, describe how students' intellectual and personal growth will be enhanced and their professional and survival/coping skills will be developed.

If the course is a traditional Missouri Southern class, such as General Biology, please include an addendum to the syllabus that includes a justification for including a study abroad. Also indicate if non-traveling students will be allowed to take the course, and what alternative assignments they'll be required to complete to make up for not participating in the trip. Alternatively, if you expect more than a couple students in the course won't be traveling, you may want to consider having a 0-hour "travel lab" option. Reach out to the Office of International Education for details.

Target audience, marketing, and recruitment. Please answer the following: What is your target student population, why do you think this trip will appeal to them, how do you plan to promote the program, how do you intend to recruit the students, and what is the ideal number of students for this trip?

Itemized budget and cost-efficiency of the trip. Include such information as how the budget was derived, the per-day cost, and any department/school contributions.

If you plan to arrange and purchase most things yourself, you may do so if it is under \$10,000. For items over \$10,000 (most likely, airfare), you will need to obtain 3 informal bids from different parties.

If you plan to go through an international education provider (IEP – for example, World Strides, ACIS, etc) or travel agency, you need to get informal bids from three of these groups for similar itineraries. For these, please ask the company to break the figure down into airfare, lodging, ground transportation, museum admissions, cultural experiences, etc.

Do not include the cost of most meals (unless it is built into some other part of the trip costs, like hotel or cultural experience), a passport, or course tuition in your budget, but do include the cost of student medical insurance (\$1.99 per day).

Other. Is there any additional information you would like the International & Domestic Grants Committee to consider in evaluating your proposal?