

### **How to Submit a Faculty Proposal**

- 1) Go to studyabroad.etsu.edu
- 2) Click on “Search Programs”
- 3) Type “Faculty Proposal” under “Program Name”
- 4) Click on “Search”
- 5) Click on “Faculty Proposal”
- 6) Click on “Apply Now Button”
- 7) Pop-up window will appear saying “You are about to create an application. Are you sure you wish to do this?”- click on “OK”
- 8) Select “I have a ETSU username and password”
- 9) Click “submit”
- 10) Enter ETSU username and password
- 11) Choose appropriate term (i.e. Summer 2018)
- 12) Click on “Apply”
- 13) On the right side of the screen, you will see “Faculty Proposal”
- 14) Click on it and start completing the form
- 15) When you get to questions where you need to attach a file, simply click on the yellow folder icon to choose the file you want to attach

For your convenience, here is a video tutorial as well:

[https://youtu.be/WQ1Zk06\\_ZTU](https://youtu.be/WQ1Zk06_ZTU)