1. Select “FLP Request Forms, 2019” as the Term

2. Type in your Arrival Date or select it from the calendar that appears when you select the text box

3. Type in your Departure Date or select it from the calendar

4. Type in your destination location (city name) or scroll through the alphabetical list provided to find location

5. Click “Add to Itinerary”

*If your desired location is NOT on the list, then choose “Other” as your location
1. You will see your chosen location, arrival date and departure date listed under “Current Itinerary”

2. If the information in your “Current Itinerary” is correct, then click the “Apply” button and go to the next page. If this information is incorrect then go to step 3 on this page.

3. If you need to change the information under “Current Itinerary”: click the red ‘x’ next to the location name to delete it from the itinerary. Repeat the steps on Page 1 of this tutorial.
1. This is the current itinerary for your program (location, start date, and end date)

2. You must submit 4 program proposal questionnaires:
   “Add Your Program Details” (p.4)
   “Budget Upload” (p.5)
   “Emergency Preparedness” (p.6)
   “Syllabus Upload” (p.5)

Once a questionnaire is completed, a checkmark will appear in the “Received” column

3. You must upload 2 recommendation requests. Click on “Request Electronic Recommendation.” This requirement will be fulfilled once your references have submitted their recommendations (p.8)
1. The application questionnaire form has 31 questions pertaining to your program details
2. It is important to save your responses frequently!
3. Select the program term
4. Scroll down to the bottom of the page and click “Save”. Continue to fill out the form and save often. You can save the form and return to it at a later time or go to step 5
5. Once you have completed the form and you are ready to submit, click the “Submit” button
The following steps apply both to the “Budget Upload” and the “Syllabus Upload”

1. Click on the yellow file folder to insert your program budget document (e.g. Word Document, Excel Spreadsheet or PDF)

2. A “Document Center” window will pop-up and you must click the “Choose File” button to select the appropriate document from your computer

3. Use the sidebar of the “Document Center” window to scroll down and click the “Submit” button

4. After you have selected your file, click the “Submit” button on the form
Faculty-Led Program Application Process

1. The application questionnaire form has 16 questions pertaining to your emergency preparedness.
2. Fill out the first question on the form, then go to step 3.
3. Scroll down to the bottom of the page and click “Save”. Continue to fill out the form and save often. You can save the form and return to it at a later time or go to step 4.
4. Once you have completed the form and you are ready to submit, click the “Submit” button.

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.
You must submit 2 separate recommendation requests:
1 from your Department Chair
1 from your Academic Dean

1. You may use the directory lookup to search for a person at URI. Enter the person’s first/last name or email address then click the “Search” button. If you’d like to enter the person’s information in manually then go to step 2

2. Use these text boxes to enter in the person’s first and last name, email, and phone

3. Scroll down to the bottom of the “Recommender Information” form and select your response to the waiver

4. Click the “Save” button
Faculty-Led Program Application Process

Note: Your recommendations will be checked off once the recommender completes and submits the electronic form.

1. Once all of your “Received” boxes are checked off you can submit your program proposal.

2. Click the “Submit Application” button.

3. Congratulations! You will see a message that your application was successfully submitted.

Your application has been successfully submitted. The Faculty-Led Programs Review Committee will begin reviewing applications after April 1. Decisions regarding 2019 Faculty-Led Programs will be finalized by May 1, 2018, 01/31/2018 @ 06:34 AM EST.