INTERNATIONAL FIELD SCHOOL TIMELINE
These timelines are based on Summer International Field Schools. For programs in Fall or Spring terms, contact ISS for timelines.

DEVELOP  [12 months]

STAGE 1: Exploring an Idea for an International Field School
- Call for Proposals opens
- Submit Expression of Interest and Development Funding application by January 31
- Contact ISS to discuss your idea

STAGE 2: Early Planning: Developing Your Idea
- ISS will contact you by mid-Feb
- If approved, plan and make International Field School Development Trip.

STAGE 3: Developing Your Proposal and SCIA Document Submission
- Submit International Field School Proposal by June 30
- ISS will contact you by mid/late July
- Submit your Document Submission Form to SCIA and present at SCIA meeting (dates on SCIA website)

LEAD  [12 - 14 months]

STAGE 4: Promotions and Planning
- Submit Renewal Form (for returning Field Schools only)
- Field School Kickoff Meeting with ISS
- Field Schools Info Session
- Student application deadline Option 1 (Dec 1)
- Student confirmation for deadline Option 1
- Student application deadline Option 2 (Jan 31)
- Field Schools Info Session
- Student confirmation for deadline Option 2

STAGE 5: Pre-Departure Preparations
- Field School Directors Meeting
- Pre-Departure Orientation
- Medical Kit Review Meeting with Travel Doctor

STAGE 6: Delivering Your International Field School
- Pre-Departure Final Meeting with ISS
- Run your International Field School
  - mid-field student evaluation
  - final student evaluation

STAGE 7: Wrapping Up and Assessment
- Submit your Field School Director Report and Travel Expense Claim within 2 weeks of the end of the program
- Meet with ISS
- If running Field School again, repeat Stage 4 to Stage 7