

Project Planning Timeline

DECEMBER 2025

- Define your purpose and project.
- Outline your proposal using the rubric.
- Connect with experts.
- Research costs and draft your budget.
- Write a first draft and get feedback.

JANUARY 2026

- Get feedback from peers and trusted sources.
- Strengthen areas needing more depth.
- Share with 5–6 people from different backgrounds.
- Revise thoroughly.
- Submit online by January 22, 2026

OCTOBER 2025

- Reflect on your students' needs and your own.
- Talk through ideas with a thought partner.
- Set clear learning goals.
- Research destinations or programs that fit your goals.
- Collaborate with colleagues for new perspectives.
- For team proposals: choose teammates, assign roles, and make a planning calendar.

MARCH 2026

- Award notifications made by email on March 31, 2026.