

Domestic Field Study: News & Updates

September 19, 2023

Hello DFS colleagues,

We hope everyone's Fall semester is off to a great start! Please see below for important updates regarding [Domestic Field Study](#) program planning and policies.

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DFS Booth at the OGE StudyAway Fair

DFS is slated to have a booth at the upcoming OGE StudyAway Fair and all upcoming DFS programs for Spring, Maymester, and Summer are welcome to send materials for display at the booth. One-page flyers with QR codes that link to your program brochure and/or small handouts for students to pick up are recommended.

The Fair is next **Tuesday (Sept. 26) and Wednesday (Sept. 27)** at the Tate Center, so please send any promotional materials to Kait by **Monday, Sept. 25**. Digital flyers to print can be sent to kfarrell@uga.edu; any pre-printed or physical materials can be sent by campus mail to Kait at 191A Ecology Building, 140 E. Green Street.

Program Planning

UPCOMING PLANNING DEADLINES

Please note the following deadlines for submission of the annual Program Planning application via the StudyAway Portal.

- **Sept. 15:** Spring 2024 programs
- **Oct. 13:** Maymester and Summer 2024 programs

ANNUAL PLANNING THROUGH STUDYAWAY PORTAL

Spring, Maymester, and Summer 2024 DFS programs should begin preparing their annual Program Planning applications through the StudyAway Portal soon if they have not yet.

All planning documents (including the financial unit approval form, proposed budget template, FSTY program info and initial travel itinerary, course syllabi) should be uploaded to the Program Planning application through the Documents tab. **New** programs also need to submit the new program supporting signatures form. Fillable document templates are available at <https://dfs.uga.edu/forms-planning/>.

Please contact [Kait](#) if you need assistance getting your planning application set up for 2024 or have other questions about the annual planning process.

UPDATED SMARTSHEET FOR PROGRAM LIFE-CYCLE PLANNING & APPROVALS

As of Fall 2023, OVPI is using Smartsheet for the financial approval and tracking of DFS programs. The Smartsheet integrates many of the existing approvals to streamline the tracking of program logistics and increase transparency through its life cycle– from planning to running to closeout.

Policy Updates

VEHICLE USE POLICIES FOR DFS PROGRAMS

The DFS team has been working with UGA Insurance & Claims Management to clarify existing policies and procedures around vehicle use and rentals. Please visit the [DFS Program Planning page](#) to view these updated policies.

DFS-SPECIFIC RISK MANAGEMENT COMING SOON

We are in the process of developing a DFS-specific risk management training to be launched in Spring 2024. This workshop will replace annual training through the Office of Global Engagement for directors of domestic programs.

Budget Reminders

FY24 BUDGET TEMPLATE:

- The FY24 budget template is posted on the [Domestic Field Study Forms/Planning page](#). Program budgets submitted using older templates will be returned for revision.
- If you would like budget template training, please let us know.

BUDGET APPROVAL PROCESS

We continue to have **two** budget approval opportunities per program each year.

- First version budgets, submitted as part of the annual Program Planning application, will be reviewed for preliminary approval.
- One revised budget may be submitted by each program closer to the budgeting deadline for review and final approval. If a revised budget is not needed or if the revised budget is not approved, then the initial approved budget will remain as the budget of record.
- Programs are not permitted to increase the student program charge in their final approval without pre-authorization.

INSTRUCTIONAL / NON-INSTRUCTIONAL EXPENSES

DFS programs must adhere to all rules and regulations of the [USG State Travel Policy](#); exceptions to this policy are not allowed for domestic programs. Please use the [DFS Expense by Fund Matrix](#) to determine how costs must be designated in budget proposals. The [Study Away Financial Best Practices Manual](#) also includes many best practices that are relevant to DFS programs. Specific questions on costs and allowable expenses can be directed to [Jonathan](#).

CODE TYPES FOR DFS PROGRAMS

Combo Codes

- Combo Codes are used by programs to charge personnel (payroll) transactions to a program's allocation (Fund 10500) chartstring.
- Program personnel or their Unit's Business Office create, manage, and inactivate Combo Codes for their programs.
- **Best Practice:** Combo Codes should be inactivated once the final payroll charges have posted to the program's chartstrings and it is determined no further payroll actions are needed (such as an EDR).

Program Detail Codes

- Program Detail Codes are used by programs to collect program charges from students during the registration process.
- OVPI assigns two detail codes per program, for odd- and even-numbered years, respectively.
- Business Managers should confirm the chartstrings as listed on their Approved Budget email, as this is the chartstring that is assigned to that year's Detail Code.

If you have any questions regarding budgets, please email [Jonathan Wentworth](#).

As always, if you have any questions or concerns, please get in touch.

Thanks,
OVPI Domestic Field Study Team

** If you no longer wish to receive these emails, or if others on your team should be added to the distribution, please email Jonathan.wentworth@uga.edu with the desired update. **