

**Faculty Exchange   
Funding Request**

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| Definition of a Faculty Exchange |

A faculty member from either Wharton or INSEAD becomes a faculty member on the partner school’s campus to participate in the academic life in research and/or teaching in the host institution’s courses. The Exchange is an institutional arrangement that operates on the basis of reciprocity.

The Exchange may be full-time (one academic year), or partial. In case of partial exchange, the residence period is proportional to the extent of the exchange. For example, for a 1/3 exchange, the residency period on the host institution’s campus will be 3 months, i.e., 1/3 of 9 months.

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| Application Process |

1. Once you have been approved for a Faculty Exchange and received your Invitation Letter from the host department, you may request funding;
2. Complete all information below;
3. Submit entire document (as a Word file not PDF) to Guillaume Roels, Research Director, INSEAD-Wharton Alliance, [Guillaume.Roels@insead.edu](mailto:Guillaume.Roels@insead.edu), Michele Anna Klekotka, Alliance Manager, [klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu), and Suzanne Sellier-DiSano, [Suzanne.Sellierdisano@insead.edu](mailto:Suzanne.Sellierdisano@insead.edu)
4. If approved, you will receive notification from Michele Anna Klekotka with your budget and award letter.

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| Application for Faculty Exchange |

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| Applicant Name :  Date: | Email Address: |
| Period of Exchange (From/To): mm/dd/yyyy | Visiting Department Name: |
| Home School (Wharton or INSEAD): | Home Department Name: |
| Course(s) to be taught at partner school (If no teaching is involved, please enter N/A): | |

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| Budget Request |

All budgets will be awarded in Euros and will be adjusted to reflect the Exchange Rate at the date of the expense.

Double-click in the following Excel table to enter your budget request. Formula will calculate your total budget, and the conversion from USD to Euros as necessary. Reimbursements will be made upon submission of original receipts only**.**



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| To be completed by Michele Anna Klekotka, Alliance Manager |

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| Date of Approval:       Amount Approved €:      Wharton-INSEAD Project #: |