

**Wharton-INSEAD Center   
for Global Research and Education**

**Research & Teaching Project Proposal and Funding Request**

|  |
| --- |
| Definition of Research and Teaching Project |

Faculty and doctoral students can expand the boundaries of their work—nurturing world-class research, enhancing the globalization of curricula, and experimenting with global teaching innovation.

They are designed for: 1) collaborative research projects with a faculty or Ph.D. student from either school, 2) faculty exchange (with or without teaching), and 3) joint conferences/seminars (i.e., Ph.D. Consortium)

|  |
| --- |
| Funding Requirements |

The projects of the Wharton-INSEAD Center for Global Research and Education are jointly funded by INSEAD and Wharton. In order to constitute an Alliance Center project, there need to be at least one faculty or Ph.D. student from each school participating in the project. Each project must involve a faculty member, either from INSEAD or Wharton.

Non-reimbursable expenses include: equipment hardware (i.e., laptop), faculty compensation, and furniture.

Questions related to INSEAD Research Staff, contact Renato Botti, (Renato.botti@insead.edu).

Questions related to Wharton Research Assistants, contact your departmental Business Administrator.

|  |
| --- |
| Application Process |

1. Faculty agree on collaborative research project;
2. Faculty or Ph.D. student completes the Application below and forwards to (both): Guillaume Roels, Research Director, INSEAD-Wharton Alliance, [Guillaume.roels@insead.edu](mailto:Guillaume.roels@insead.edu) , Michele Anna Klekotka, Administrative Manager, INSEAD-Wharton Alliance, [klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu), and Suzanne Sellier-Di Sano, [suzanne.sellierdisano@insead.edu](mailto:Suzanne.sellierdisano@insead.com)
3. If approved, Michele Anna Klekotka will provide the approved Budget amount and Project Number.
4. Research projects will be automatically closed after 3 years unless otherwise agreed with INSEAD’s Research Director. Expenses submitted after a project is closed will not be paid by the Alliance.

|  |
| --- |
| Application for Research and Teaching Proposal |

|  |
| --- |
| Applicant Name:      Applicant’s Email Address:  Applicant’s Department Name:       Proposal date:  Home School (Wharton or INSEAD):       Collaborator’s Name:  Collaborator’s Department:  Collaborator’s Email Address:  Is Applicant a Faculty member or Ph.D. Student:  Is Collaborator a Faculty member or Ph.D. Student: |
| Nature of the Proposal:  Collaborative Research Project  Joint Conference/Seminar (i.e., Ph.D. Consortium)  Other (specify)  Abstract:  Research / Pedagogical Objectives:  Work Plan (Data required and methodology used to obtain them):  Deliverables and dates of expected delivery:  Co-Author(s): |

|  |
| --- |
| Budget Request |

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

Proposal requests over €20,000 will require approval by the Alliance Executive Committee composed of members from each partner school.

All expenses should be submitted for reimbursement by the end of the calendar year travelled.

Non Reimbursable Expenses include:

* Equipment hardware (i.e., laptop)
* Faculty compensation
* furniture

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**.**



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

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