

Faculty Exchange Funding Request

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 the 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.

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 a PDF) to Phanish Puranam, Research Director, INSEAD-Wharton Alliance, phanish.puranam@insead.edu, Michele Anna Klekotka, Alliance Associate Director, klekotka@wharton.upenn.edu, and INSEAD's Alliance Manager, insead-wharton.alliance@insead.edu
4. If approved, you will receive notification from Michele Anna Klekotka with your budget and award letter.
5. Alliance funding will not exceed €15K.
6. Reimbursements must be submitted within six months after the applicant's return date.

Application for Faculty Exchange

Applicant Name : []

Email Address: []

Date: []

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): []

Budget Request

Alliance funding for a Faculty Exchange will not exceed €15K. All budgets will be awarded in Euros and will be adjusted to reflect the Exchange Rate at the date of the expense. Reimbursements must be submitted within six months after the applicant's return date.

Double-click 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.

	\$	€
Travel and Accommodation:		-
Airfare - One roundtrip economy ticket		-
Ground Transportation (Taxi) to and from airport		-
Accommodation - Up to 2,500 Euros a month including taxes if not covered by host		-
Department		-
Visa, if required		-
		-
		-
TOTAL	-	-

[If you have used only the \\$ column, please click here to access FX Converter.](#)

Then, fill out today's \$/€ Exchange Rate here:

TOTAL BUDGET REQUESTED IN EUROS

EUR 0.00

To be completed by Michele Anna Klekotka

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