



# Franklin International Faculty Exchange (FIFE) Cover Sheet

## UGA FACULTY MEMBER APPLYING FOR EXCHANGE

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## FACULTY COUNTERPART IN EXCHANGE

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## UGA FACULTY TRAVEL

DATES PROPOSED FOR UGA FACULTY TRAVEL:

\_\_\_\_\_

## COURSE PREFIX ABROAD

*Course to be team-taught abroad*

\_\_\_\_\_

## FACULTY COUNTERPART TRAVEL

DATES PROPOSED FOR VISITING FACULTY TRAVEL:

\_\_\_\_\_

## COURSE PREFIX AT UGA

*Course to be team-taught at UGA*

\_\_\_\_\_

## Documentation to include with this completed cover sheet

- **Narrative**
- **Endorsement from UGA department head**  
*(re: explaining how courses normally taught by UGA faculty will be covered during one-week absence)*
- **Endorsement from faculty counterpart's department head**  
*(re: will cover airfare for their faculty member and lodging and ground transportation for visiting UGA faculty)*