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|  | ***The TRAIN@Ed Research Fellowship Programme*** |  |
| **Project Supervisor Statement**  This form should be completed and submitted along with the other material required for an application. Please save this document with filename in the format *GivenName*\_*FirstName*\_supervisor.docx  Project supervisors should be staff members within the department where the project is to be undertaken.  *Name of Applicant:* Click here to enter text.  *Title of Project:* Click here to enter text.  *Name of supervisor:* Click here to enter text.  *Department of supervisor:* Click here to enter text.  *Email address of supervisor:* Click here to enter text.  *Phone number of supervisor:* Click here to enter text.  *Research area of supervisor:* Click here to enter text.  *Supervisor statement:*  I agree to be the supervisor of the name post-doctoral fellow during their Fellowship if this is awarded.  I confirm that funding for this project will be available from my School or another source to make up the total required in addition to the funding, which will be provided from the EU as part of the COFUND project[[1]](#footnote-1).  I have read and understood my duties as supervisor (listed below).  Signed:  Date: | | |

**TRAIN@Ed Fellowship Programme**

***Duties of supervisors***

* Induction of the Fellow, and ensuring that the Fellow is properly *incorporated into UoE management structures* so that they receive news and information in the same way that other *UoE* employees do. In practice, this would mean ensuring that Fellows are members of a relevant group within the hosting department, that they are invited to relevant group and organisational meetings and that that they are included in relevant email distribution lists.
* Ensuring that there are *periodic and regular meetings* between the supervisor and the Fellow to discuss progress with the Fellow’s project and any support which the Fellow might need. These meetings should be at least monthly.
* Include Fellows in the [*Annual Review*](https://www.ed.ac.uk/human-resources/learning-development/annual-review) process. This will include summarising the development of the Fellow over the past year, and setting objectives for the forthcoming year. The *Annual Review* process forms part of skills training for Fellows in the management of personal progress and the progress of the research project.
* Supervisors will be encouraged to look for opportunities for Fellows to be involved with *PhD students*, so that Fellows can begin to learn or continue their development of mentoring and supervision skills.
* Supervisors should consider *wider training opportunities* for Fellows, both internal and external, including those related to research (giving departmental seminars, attending relevant conferences and workshops, visiting other departments, etc) and those related to skills such as interviewing, presentations skills and other transferable skills.
* Supervisors should encourage Fellows in the *communication of their research* to general audiences, including writing summaries of their work for departmental websites, giving tours of relevant facilities, etc. Communication of research and public engagement are important parts of the Fellowship programme.
* Supervisors are responsible for ensuring timely reporting on the progress and outputs of their Fellow, including a yearly report on work achieved. This also includes ensuring that the training activities (training courses, conferences attended, visits to other labs or departments, etc) of each Fellow are recorded, together with examples of communication and public outreach activities.

1. Funding can come from any source in principle, apart from another Horizon 2020 project. Funding must enable the Fellow to spend 100% of their time on their research project. Please contact the TRAIN@Ed Project Manager [train.ed@ed.ac.uk](mailto:train.ed@ed.ac.uk) for further information. [↑](#footnote-ref-1)