

GRÓ FTP
Roles and responsibilities
during Six Month Training

The **fellow** is responsible for:

- Coming up with ideas for a project that is then developed in collaboration with the supervisor and GRÓ FTP team.
- Ensuring that the work undertaken will add value to their home institution.
- Implementation of work related to the project.
- Following the instructions on formatting and writing,
- Taking the initiative in seeking help if help is needed.
- Informing the supervisor and GRÓ FTP team about the progress of the project.
- Notifying the GRÓ FTP team if progress of project implementation is slow and the possible reason for that.
- Working with the supervisor on setting regular meetings and then keeping to them.
- Contacting the supervisor at least once a week.
- Inviting other relevant parties to regular supervisor meetings.

Heads of lines find supervisors to assist in designing and implementing fellows' final research projects.

The following are some of the **supervisors'** responsibilities:

- The supervisors, in collaboration with the heads of lines, and in consultation with FTP staff, are responsible for coaching the fellows through the research project. That includes helping them to define research topics, planning the project, and provide the fellows with necessary support (logistics, facilities, consultation, etc.).
- The supervisor should assist the fellow in the development of the project idea and assist in the preparation of a project proposal.
- The supervisor must ensure that all academic requirements are met, specifically the use and registration of sources (references and bibliography).
- The supervisor is expected to meet the fellow at least once a week. It is important that the supervisor establishes rules regarding communication and regular meetings with the fellow so that time is used as efficiently as possible, and distractions are reduced. The supervisor should ensure that the fellow has

access to the data and people needed to complete the project. If the supervisor must be absent for some time, he or she bears responsibility for ensuring that the fellow knows what needs to be done in his or her absence.

Although the heads of lines /supervisors oversee the professional aspects of the research project, the **GRÓ FTP team** will always monitor the process closely and intervene if necessary.

It is therefore important that both supervisors and fellows are in good communication with the GRÓ FTP team.

If any problems arise, they should be resolved as soon as possible. It is very important that the short time allotted for the project is used well and that fellows have a balanced workload throughout the period.

The supervisor and fellow will formally meet with the GRÓ FTP team 2-3 times to review the status of the project.