

MARIE CURIE RESEARCH TRAINING NETWORK CLOSTNET

<http://www.clostridia.net/clostnet/index.html>



SUPERVISION & MANAGEMENT- Project 237942

Getting Started:

On appointment, each ESR should:

- be given a copy of Grant Agreement and its Annexes I, II, and III
- be made aware of the websites: <http://cordis.europa.eu/fp7/people/> and www.ec.europa.eu/mariecurieactions
- send contact details to Jacque Minton (records must updated and kept for 3 years after the ITN) complete and sign "Declaration of Conformity". To do this each beneficiary should register at the reporting website: via **FP7 Participant Portal** (<http://ec.europa.eu/research/participants/portal>) then complete and submit this "Document" online. Send a signed hard copy to Project Officer (Dr. Barna Kovács, Research Programme Adviser, Marie Curie Actions - Host Driven Actions, Research Executive Agency, COV2 16/93, 16 Place Rogier, 1210 Brussels, Belgium), and a scanned copy to Jacque Minton jacqueline.minton@nottingham.ac.uk
- complete and sign "Travel and Mobility Compliance" and "Fellow Agreement" - keep locally.

The Team:

On appointment, each ESR will be assigned:

From the host institution,

- a principal supervisor,
- a postdoctoral researcher as a training 'buddy' provide technical research training on a daily basis
- a 'mentor' (from outside of the Research group) to look after their pastoral well being.

From another partner's laboratory

- a second supervisor

Personal Career Development Plan (PCDP):

These will be formulated within 6 months of each fellow's appointment, following discussion with the personal supervisors and mentor, the chair of the training committee and relevant collaborating partners. They will document:

- agreed aims and deliverables of their projects
- a timetable of training courses to be attended (core and complementary)
- attendance of conferences and workshops,
- agreed timings of mobility components (placements in partner laboratories);
- mapping out of a career path.

The PCDP will be regularly reviewed yearly and adapted to changing needs.

A signed scanned copy of the PCDP should be uploaded to the Clostnet website at 6, 18 and 30 months along with the Training Record and Interim Progress Report.

Training Record:

Each ESR will be expected to maintain a personal Training Record.

This will be supported by evidence (signatures, certificates) and will formally record:

- practical expertise acquired
- core and generic training course attended
- complementary training received
- conferences and seminars attended
- oral and poster presentations given

A signed scanned copy of the Training Record should be uploaded to the Clostnet website at 6, 18 and 30 months to upload to the website along with the PCDP and Interim Progress Report.

Review of Training progress (PCDP and Training Record) will be undertaken by the **Training Assessment Team and Career Advisory Team**.

Monthly Progress Meeting:

Each ESR will have a formal, documented monthly meeting with their host supervisor and training 'buddy'. At these meetings progress towards both the agreed research and academic training objectives will be reviewed, and new objectives set. Brief, formal reports will be prepared, incorporating the comments of the local supervisor and the research fellow.

A signed scanned copy of the Monthly Progress Meeting Report should be uploaded to the Clostnet website.

Completed reports will thus be available at the website for monthly review by the **second supervisor**, who will be able to make comments/ suggestions as appropriate.

Interim Progress Report:

At 6, 18 and 30 months, each ESR will produce an interim summary of their research progress, prepared by simply amalgamating the preceding monthly reports).

A signed scanned copy of the Interim Progress Report should be should be uploaded to the Clostnet website at 6, 18 and 30 months along with the PCDP and Training Record.

The Interim Progress Report will be reviewed by the **Science and Commercial Committee** to ensure that no drastic corrective measures in the direction of the research are required, and to assess whether any of the outputs require IP protection.

Yearly Progress Report:

ESRs will prepare a detailed progress report after 12, 24 & 36 months, which will be assessed by both the **Science and Commercial Committee** and the **Training Assessment Team** at the regular CLOSTNET progress meeting.

PhD Thesis:

Subject to the individual national regulations of each member state, it is expected that each ESR will prepare a PhD thesis according to the procedures in place at the different partner institutions. In the majority of cases this will be synonymous with the 36 month report. In these instances the **Network Training Committee** will help organise the final defence (assessment) of the thesis. This will take place at the main host institution: to be carried out by at least one consortium internal assessor and a qualified examiner from outside of the partnership.

SUMMARY

WHAT	WHEN	WHO	ASSESSOR / REVIEWER
Personal Career Development Plan (PCDP)	6, 18 & 30 months	ESR Supervisor Mentor	Training Assessment Team Career Advisory Team
Training Record	6, 18 & 30 months	ESR Various trainers	Training Assessment Team Career Advisory Team
Monthly Progress Meeting	Every month	ESR Supervisor Training Buddy	Second Supervisor
Interim Progress Report	6, 18 & 30 months	ESR Supervisor Training Buddy	Second Supervisor Science and Commercial Committee
Yearly Progress Report	12, 24 & 36 months	ESR Supervisor Training Buddy	Second Supervisor Science and Commercial Committee Training Assessment Team
PhD Thesis	36 months	ESR Supervisor Training Buddy	Network Training Committee Consortium Internal Assessor Qualified External Examiner

QUESTIONNAIRES

Ensure completion of questionnaires by the research fellow at <https://webgate.ec.europa.eu/sesam/>

- Midterm Assessment questionnaire 2 weeks before Mid Term Review
- Evaluation questionnaire at the end of the training.
- Follow-up questionnaire 2 years after the end of the training