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| Horizon EuropeMarie Sklodowska-Curie - Postdoctoral Fellowship |  |
| **Supervisor - description of tasks and requirements** | december 2023 |
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A supervisoris the research team leader, located at the host organisationsupervising and supporting the visiting fellow during the whole duration of the project. He/she will moreover be the main contact person for the Research Executive Agency (REA) in the Commission concerning the submitted proposal (e.g. for additional information, invitation to hearings, sending of evaluation results and invitation to negotiations).

This brief memo will provide an overview of the tasks normally related to the role of being a supervisor of a MSCA - PF in Horizon Europe.

**Selecting the right fellowship candidate**

It is a requirement that the fellowship candidate has a PhD degree or similar at the application deadline (11/9 2024). However, as it is hard to both finalise a PhD dissertation and a MSC fellowship proposal at the same time, it is preferable that the applicant does have the PhD in place before the work on the proposal is initiated. On the other hand, the fellowship candidate may not have a PhD age of more than 8 years (periods of leave, unemployment and positions with no research obligations can be deducted when calculating the PhD age). The aim of these fellowships is to develop and enhance the profile of the fellows. However, the competition for these fellowships is so fierce that, the profile and talent of the fellowship candidate should be apparent from the onset, and the fellow will also have to demonstrate in the proposal that s/he can contribute with something to the host environment.

Use your own network to scout for potential candidates:

* Are there any newly employed postdocs at your faculty who at the time of the deadline has not been in Denmark for more than 12 months (more than 12 months within the last 3 years)?
* Do any of your colleagues abroad have brilliant PhD og postdoc fellows who may be interested in continuing their career in Copenhagen?
* Do you spot brilliant young scholars at conferences who have research interests close to yours?

Invite them to discuss potential project ideas that can be developed into a strong proposal that shows the good match between you and the fellow.

**Before submitting the Proposal**

We recommend that the supervisor and the fellow meet before the proposal is written. This is appropriate in order to match expectations and agree on the project details. The Faculty of Humanities is every year organising a Master Class for new potential MSCA fellows and their coming supervisors. This is a unique opportunity to facilitate one-to-one sessions. The Master Class 2024 will be held in a virtual format. However, if it is at all possible for the applicant to visit Copenhagen prior to submitting the proposal, it could be worthwhile.

**The Proposal**

The project proposal is prepared by the fellow in liaison with a host organisation, which is represented by the supervisor. A proposal should be submitted by the fellow provided that s/he has the approval of the host organisation. It is important to note that a Grant is formally given to the supervisor and the host institution (UCPH), and the fellow will be employed by UCPH.

As part of the proposal there is a section dedicated to the quality of the host institution and specifically the supervisor. Here the supervisor must demonstrate a track record of previous training achievements, especially at an advanced level within the field of research. It is very important to write this part in close collaboration between the fellow and the supervisor in order to make sure that all relevant information is provided. Moreover, it is often very clear to evaluators whether the supervisor has been involved in developing the proposal. A clear involvement signals a convincing level of commitment by the host and the supervisor. Please note that it is not possible to have more than one supervisor. However, a research team related to the supervisor can be presented in the proposal, and the researchers within this team, may provide additional supervision as mentors and provide feedback to the fellow during the fellowship.

**Contract negotiations**

If the proposal is invited to contract negotiations, the host institution (represented by the supervisor as well as the administrative contact point stated in the administrative forms of the proposal) will be informed in due time. The contract negotiations will typically be done through e-mails and online through the electronic Participant Portal. The supervisor will be asked to provide formal information regarding start date and ethical issues. However, in order to ensure that the negotiations are handled in a correct way, the Faculty R&I office facilitate the contract negotiations by taking care of the direct dialogue with the Commission. The supervisor cannot sign the Grant Agreement, as this is done by the dean, on behalf of the host institution (UCPH).

**During the project**

It is expected that the supervisor will be supervising the fellow according to the presented activities in the proposal (at a minimum). Regular meetings and discussions on the status of the project are highly recommended, in order to monitor the progress of the project activities.

One of the first activities is the development of a detailed Personal Career Development Plan, in order to ensure the provision of the research training programme and research objectives that best suit the needs of the fellow. As the main aim of an MSCA-Postdoctoral Fellowship is to further career opportunities for the fellow, it is crucial that the plan is ambitious, yet realistic and concrete. It is also important that it is an actual plan, and that it convincingly argues why and how the proposed measures will improve the career of the fellow.

The supervisor is responsible for submitting the Final Report at the end of the fellowship. However, most of the input to this report will be written by the fellow.

It is recommended to approach colleagues with supervisor experience to get more information on the role as supervisor, the perfect profile of a fellow, and how to find excellent candidates. However, any questions on the role and expectations of the supervisor in relation to a MSCA-Postdoctoral Fellowships can also be directed to the research support officer(s)at your department.