Interdisciplinary Fellowship Program
2019 Cohort – 1 Year Program
Overview (Abbreviated) of Supervisory Role

The Canadian Frailty Network (CFN) Interdisciplinary Fellowship Program is designed to be rigorous and challenging and requires ongoing dedication from Fellows. Applicants' Supervisors must have, and realistically allocate, sufficient expertise, supports, and dedication to complete the program, in the order of approximately 2 to 3 hours per week. The program requires a regular and substantial time commitment of 10 to 12 hours per week on the part of Fellows to complete the Interdisciplinary Fellowship Program activities.

This abbreviated version of the Supervisory Role will help potential Supervisors understand their specific responsibilities and assess the time commitment required.

Timing	Activity
At application	• Consult with applicant in developing online application and approve application prior to submission • Prepare and submit Supervisor Endorsement Form • Complete and sign Signature Form, and ensure form is signed by host institution and submitted by application deadline
Upon funding	• Obtain any necessary ethics approval and environmental assessment • Provide bio and photo • Sign and submit Conflict of Interest Declaration and Appendix A • Sign Acceptance of Award and obtain host institution sign-off, then submit
Within 30 days of funding	• Consult with Fellow and approve selection of Interdisciplinary Mentor and Citizen and/or Family/Friend Caregiver Mentor(s)
Ongoing	• Meet regularly with Fellow • Verify and work with Fellow to meet CFN submission deadlines for all required deliverables • Consult with Fellow and sign-off on external placement applications and related reporting • Report any changes in funding or capacity to CFN
Every 6 months	• Meet with Fellow for formal progress review, including input from Mentors, and submit progress or final report to CFN online
Annually (as of March 31)	• Approve Fellow's annual funding update to CFN
Annually (by April 30)	• Ensure host institution files Form 300 online
Other	• Attend CFN Annual Conference