

### **Responsibilities of the Project Supervisor**

- I) After receiving a positive financing decision, the Project Supervisor:
  - a) may participate (together with the Project Coordinator) in negotiations;
  - b) indicates the required attachments and checks the correctness of their preparation;
  - c) in consultation with a legal advisor, provides assistance in the preparation of the consortium agreement and the financing agreement.
- II) After signing the agreement, the Project Supervisor:
  - a) enters the project data into the ERP system;
  - b) draws up an application for opening a bank account for the project (EOD);
  - c) fills in the data for project evaluation (ERP);
  - d) stores the originals of the agreement and application with attachments;
  - e) carries out ongoing control over the implementation of the project;
  - f) immediately provides the Project Coordinator with information regarding controls, audits and other requirements addressed directly to the Rector by external institutions.
- III) Project closure. The Project Supervisor:
  - a) reminds about the completion date and, if necessary, suggests the necessity/possibility of extending the completion date;
  - b) checks the completeness of the documentation.
- IV) After accepting the settlement (certification), the Project Supervisor:
  - a) informs the Project Coordinator, the Head of the organizational unit about the acceptance of the settlement;
  - b) helps in the preparation of documents for archiving – explains the provisions in the instructions on archiving documents;
  - c) closes the project in the ERP system;
  - d) monitors the timely submission of reports during the durability period.