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GUIDELINES FOR APPLICANTS TENURE POSITIONS

Edition 2018

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This guide is designed to answer applicant's questions regarding applications submission and reviewing procedures.

Who can apply? How?

Presentation of Inserm

Founded in 1964, Inserm is a public scientific and technological institute which operates under the joint authority of the French Ministries of Health and Research. The institute is dedicated to biomedical research and human health, and is involved in the entire range of activities from the laboratory to the patient's bedside. It also partners with the most prestigious research institutions in the world that are committed to scientific challenges and progress in these fields.

It is organized and run as defined in [Decree n° 83-975 dated 10 November 1983](#).

Inserm brings together 15,000 researchers, engineers, technicians, and administrative staff around one common goal: to improve the health of all by advancing knowledge of life and disease, innovation in treatment, and public health research.

In order to lead its research policy as effectively as possible, Inserm owns over 350 research structures spread across France and abroad.

Its mission is supported by the work of [9 theme-based institutes](#), whose role is to monitor progress and take a lead on research in their respective fields.

Inserm has always worked closely with hospitals, universities, and other public sector institutions. The majority of its research units involve staff from different institutions, and are located close to health-care establishments and teaching centers. The success of these [partnerships](#) depends on sharing skills, attracting talent, and proximity to patients.

The knowledge generated by Inserm laboratories leads not only to the development of new therapeutic and diagnostic strategies, but also enables the formulation of recommendations for implementing public health policies.

For more information, please see the Inserm website: <https://www.inserm.fr>

Inserm scientists: what status?

Inserm research scientists have general civil service status, as defined by two decrees:

- Decree [n°83.1260 dated 30 December 1983](#), stipulating the statutory measures common to civil service employees in public scientific and technological organizations,
- Decree [n°84.1206 dated 28 December 1984](#), relating to the special status of Inserm civil servants.

Inserm scientists: what job categories?

Research scientists belong to one of the two following civil service categories:

- Research associate (*Chargé de recherche – CR*)
- Director of research (*Directeur de recherche – DR*)

Competitive applications are welcome for the following grades, listed in increasing seniority:

- research associate (junior and senior)
Chargé de recherche de classe normale (CRCN)
- Junior director of research
Directeur de recherche de 2e classe (DR2)
- Senior director of research
Directeur de recherche de 1re classe (DR1)

Where can applicants find details of the application process?

The call for application is published in an announcement of *the Journal Officiel*, in the press, on posters in the relevant Inserm institutes, and on the websites:

<https://eva3-accueil.inserm.fr/> / or <http://www.rh.inserm.fr>

The announcement in the *Journal Officiel* details the number of positions available for each **grade** and in each **group of disciplines** (specialized committees, as defined in [Appendix I](#)). It also indicates opening and **closing dates for applications submission**.

This information is regularly updated on Inserm's websites, and can also be obtained from the Acting Regional Authorities (*Délégations régionales*, see [Appendix II](#)) and on request from:

Inserm - DRH
**Service Développement Professionnel, Chercheurs,
Ingénieurs et Techniciens** / Concours – 3rd floor - door 333
101 rue de Tolbiac
75654 Paris Cedex 13
France

For any further information: concours-chercheurs.drh@inserm.fr

What is the timetable for application submission and evaluation?

The 2018 application calendar is as follows:

- Application forms available:

▶ December 20th, 2017

- Deadline for submission of applications:

▶ Research Associates: **January 22th, 2018 – 5:00 pm (GMT+1)**

▶ Research Directors: **February 1st, 2018 – 5:00 pm (GMT+1)**

- Pre-selection, admissibility review (interviews), admission board:

The calendar will be available on the the website:

<https://eva3-accueil.inserm.fr> / Application submission /
Committees calendar

- Acceptance: ▶ from October 1st, 2018

Which qualifications are required for application?

Required qualifications are stated in decrees [n° 83-1260](#) dated 30 December 1983, and [n° 84-1206](#) dated 28 December 1984:

■ CRCN

Junior and senior research associate candidates must hold one of the following qualifications:

- PhD / DPhil, MD, or equivalent.

■ DR2

Junior director of research candidates must hold one of the following qualifications:

- PhD / DPhil, MD, or equivalent.

⇒ *must show in addition that they have*
8 years of experience in research work¹,

Candidates with other qualifications

Applications are acceptable from candidates with other french or foreign diplomas, or with a proof of research experience, provided that the relevant assessment authority for the group of disciplines chosen by the candidate considers these qualifications equivalent to those required for access to this given grade.

Is there any limitation on the number of applications?

No, there is no limitation on the number of applications.

Are there any conditions concerning nationality?

No, there are no conditions regarding the nationality of applicants for Inserm research scientist positions.

Are there any age restrictions?

No, there are no conditions regarding the age of applicants for Inserm research scientist positions.

Are there any other requirements?

Civil service regulations stipulate that a person is not entitled to civil servant status if he/she):

- does not possess full civic rights,
- has a police record incompatible with the required duties,
- is in breach of regulations regarding the national service code,
- does not meet the conditions of physical aptitude for the required duties.

Administrative admissibility

The *Service Développement Professionnel, Chercheurs, Ingénieurs, Techniciens (SDPCIT)* examines the administrative admissibility of the applications. If necessary, equivalency of years of research work, as well as exceptional request to apply for the grade of Junior director of research (DR2), will be examined by the relevant evaluation committees.

Candidates whose application is rejected will be informed of the decision by mail.

Can an application be withdrawn ?

Yes, provided that the request for withdrawal is made by mail sent to the [SDPCIT](#).

The preselection schedule will be available on [Eva](#) / Committees calendar

What is the selection process?

The selection process includes an **admissibility** phase and an **admission** phase.

The **Admissibility** phase includes **two steps**:

1) The **admissibility** review board preselects the applications and publishes the results on the Inserm website (<http://www.eva3.inserm.fr/Results>). Each applicant will be informed of the outcome of the preselection by mail.

2) Preselected candidates will be interviewed by the **admissibility** review board. At least two weeks prior to this, the admitted candidates are sent a *mail* * calling them for interview. At this interview, the candidate gives a talk in French or in English describing the research project and then answers questions from the jury in French or in English.

Only for the candidates declared to be admissible after the interview, the files are examined by the **admission** review board.

Inserm cannot be held responsible for non-receipt or late receipt of mail.

It is the candidate's responsibility to keep himself(herself) informed of the date of the interview from the "SDPCIT" (Human Resources Department, at Inserm headquarters in Paris).

It is the candidate's responsibility to make sure that his (her) application file includes all the required documents (the list of the required documents appears on the application file resulting from online registration).

Host laboratory:

If you did not determine the laboratory where you wish to work, you may visit the website: <http://bir.inserm.fr/> (list of Inserm Laboratories - in French).

For further information regarding the laboratories, please contact: secretariat.desp@inserm.fr (indicate the CSS you are applying for).

What are the review boards? How do they work?

There are two distinct kinds of review boards:

- The **admissibility** review boards comprise all members of each specialized scientific committee whose grade is equal or superior to the position applied for.

Sections of the review boards are constituted in each admissibility board. Two reviewers (*rapporteurs*) per candidate are nominated to review his(her) application. The sections conduct the interviews.

After the interview, each admissibility review board draws up a list of admissible candidates in order of merit.

- There is one **admission** review board for all “CR” applications, and one for all “DR” applications. Each board is presided over by Inserm Chief Executive Officer (or his representative) and comprises ten leading scientists from Inserm or other affiliations. Five of these ten scientists are members of Inserm's scientific advisory board. Admission review board members are the applicant's peers or superiors.

The admission review boards use the list of admissible candidates to draw up in order of merit a list of admitted candidates. If need be, an additional list is prepared.

N.B.: If the lists finalized by the admission review board do not allow all positions to be attributed in a given group of disciplines, then one or more of these positions can be transferred from one group of disciplines to another by decision of the Chief Executive Officer, on the recommendation of the scientific advisory board.

How are the candidates evaluated?

Candidate evaluation criteria

research associate (CRCN):

Chargé(e) de recherche (CRCN)

Profil de poste

Mission Mettre en œuvre des projets scientifiques, pour produire, exploiter, et diffuser des connaissances dans le cadre des missions et des valeurs de l'Inserm qui reposent sur une conduite responsable de la recherche et les exigences éthiques et réglementaires.

Activités principales

- Déterminer les méthodes de recherche adaptées
- Elaborer et réaliser des projets de recherche de manière autonome
- Analyser, interpréter et valider les résultats expérimentaux au niveau scientifique avec la qualité requise
- Etre garant de la validation des résultats et de l'intégrité scientifique
- Diffuser et valoriser ses résultats sous forme de publications, communications dans des congrès nationaux et internationaux, et/ou sous forme de brevets
- Encadrer scientifiquement de jeunes chercheurs, techniciens, stagiaires...
- Assurer une veille scientifique et technologique dans son domaine

Activités associées

- Participer à la recherche, à l'obtention et à la gestion de financements
- Participer à des enseignements, transfert des connaissances
- Développer, participer et/ou coordonner des collaborations de recherche en interne, ou à l'échelon national et international
- Participer à l'administration de la recherche
- Participer à l'évaluation de l'activité scientifique (manuscrits, recrutements, concours, commissions)
- Participer à l'organisation de conférences, colloques...
- Diffuser la connaissance au grand public
- Participer à l'expertise interne, nationale, voire internationale, sur une thématique ou technologie de recherche
- Participer à des instances, groupes de travail ou missions spécifiques de l'institut

Attendus

- Expertise scientifique reconnue dans sa discipline au niveau national et international
- Connaissance de l'environnement de la recherche au niveau national et international
- Maîtrise des aspects réglementaires, éthiques et déontologiques de la recherche

Savoir-faire

- Conduire un projet de recherche original
- Communiquer et diffuser l'information scientifique (articles originaux, séminaires, congrès internationaux)
- Mobiliser, fédérer, animer la direction d'un projet
- Définir et obtenir des financements

Diplôme et expérience Doctorat ou PhD et un minimum de 3 ans d'expérience post-doctorale

Junior director of research (DR2):

Directeur/directrice de recherche (DR2)

Profil de poste

Missions

Définir, organiser, animer et valoriser l'activité scientifique d'un programme de recherche innovant réalisé par des personnels sous sa responsabilité.
Mettre en œuvre les projets scientifiques du programme, pour produire, exploiter, et diffuser des connaissances dans le cadre des missions et des valeurs de l'Inserm qui reposent sur une conduite responsable de la recherche et les exigences éthiques et réglementaires.

Activités principales

- Définir les axes et les priorités du programme de recherche
- Diriger et animer son programme de recherche
- Former des doctorants, promouvoir des jeunes chercheurs
- Rechercher et assurer le financement nécessaire à la réalisation des projets
- Etre garant de la validation des résultats et de l'intégrité scientifique
- Diffuser et valoriser les résultats de son programme et la propriété intellectuelle correspondante sous forme de publications, communications dans des congrès internationaux, et/ou sous forme de brevets et partenariats industriels
- Développer, participer et/ou coordonner des collaborations de recherche à l'échelon national et international
- Produire les appréciations des personnels de support sous sa responsabilité, aider à la préparation des concours et au suivi de carrière

Activités associées

- Assurer le suivi de la gestion des contrats de financements de la recherche
- Enseigner dans le cadre des formations universitaires au niveau national ou international,
- Etre membre de comités d'évaluation (académiques et/ou privés)
- Participer à l'évaluation de l'activité scientifique (manuscripts, demandes de financements)
- Participer à l'administration de la recherche
- Organiser des conférences, colloques, réunion de réflexion au niveau national ou international
- Diffuser la connaissance au grand public
- Participer à des instances, groupes de travail ou missions spécifiques des organismes de recherche
- Prendre une part active dans les sociétés savantes et/ou associations caritatives en lien avec la recherche médicale

Attendus

- Expertise scientifique reconnue dans sa discipline au niveau national et international
- Connaissance de l'environnement de la recherche au niveau national et international
- Maîtrise des aspects réglementaires, éthiques et déontologiques de la recherche

Savoir-faire

- Maîtriser le management d'équipe (fixer des objectifs, organiser, décider, déléguer, prioriser, animer, évaluer, valoriser les collaborateurs, faire émerger et développer les compétences de l'équipe et favoriser l'évolution de carrière)
- Mobiliser, fédérer, animer la direction de projets
- Définir et obtenir des financements
- Communiquer et diffuser l'information scientifique (articles originaux, séminaires, congrès internationaux)
- Assumer la responsabilité des règles déontologiques, éthiques et légales de sécurité

Diplôme et expériences

Doctorat ou PhD, et un minimum de 8 ans d'expériences post-doctorales

How are the decisions of the review boards made public?

The list of preselected candidates, the list of admissible candidates and the list of admitted candidates (which are not subject to be modified), are published on the Inserm website (<https://eva3-accueil.inserm.fr> / Result).

A mail is also sent to all candidates, regardless of the results.

Are special arrangements possible at the interview for candidates with disabilities?

Yes, depending on the nature of the disability, and subjected to certain conditions:

Disability officially recognized (by CDAPH, the relevant French body) at the time of the interview,

Submission of an official request when registering online,

Fulfillment of medical requirements at a check-up by a sworn physician to determine which arrangements are justified by the disability.

In addition to a personal welcome and personalized care of the candidate, these arrangements can include suitable adaptation of equipment during the interview.

How is it decided where successful applicants will work?

On the advice of the scientific authorities, Inserm Chief Executive Officer will decide in which Inserm or associated laboratory the successful candidate will work.

This laboratory may differ from that requested in the application.

In principle, however, the candidate is provisionally posted to the laboratory requested in the application. This assignment will be confirmed by the Chief Executive Officer, after recommendation by the relevant scientific authority.

When and how are appointments made?

Appointments are decided by the Chief Executive Officer, in the order of admission. **Posts will be taken up from October 2018.**

Research scientists enter a grade at a level (which has a corresponding salary index) determined in the light of their previous professional experience, as stipulated in the relevant regulatory texts.

If the candidate was previously a civil servant, the appointment is made at the same index as before (or one above).

CORPS	GRADE	SALARY INDEX	MONTHLY PRETAX SALARY (indicative)
Research Associate	CRCN	463 à	2 169,62 euros à
		825	3 865,97 euros
Research Associate	CRHC	632 à	2 961,56 euros à
		825 A3	4 531,38 euros
Director of Research (DR)	DR2 to DR1	662 à 1164 C3	3 102,14 euros à 5 473,27 euros

For the research associate positions, appointments are made for a 12-month probation period. Following recommendations of the relevant scientific authority, the Chief Executive Officer appoints a director of research (previously called sponsor) to monitor the progress of the research associates.

At the end of the 12-months probation period, the scientific authorities confirm the appointment on a permanent position, after reviewing the appointee's one-year progress report and after consulting with the head of the host laboratory. The probation period can be extended for 12 further months, on the advice of the relevant scientific authority.

For the director of research positions, there is no probation period.

How is the research work assessed?

Research work is evaluated according to the following procedures:

- A evaluation report every five years (following the university evaluation),
- A mid-term evaluation (an approach based on declared self-evaluation).

Promotion procedures

Change of level (*échelon*):

Promotion is automatic with increasing years of service, except for DRCE1 to DRCE2.

Change of grade:

CRCN → CRHC

Research scientists can apply for promotion once they have reached step 7 in their grade and have completed four years in their grade (CRCN).

DR 2 → DR 1

Research scientists can apply for promotion once they have completed four years in their grade.

DR 1 → DRCE

Research scientists can apply for promotion once they have been at level three of their grade for eighteen months.

Following the recommendations of the scientific authorities, Inserm Chief Executive Officer draws up a list of promotions.

Change of corps:

CR → DR

Upgrading from research associate to director of research is achieved by entering the annual junior director of research selection process.

There is no direct promotion from grade CRCN to grade DR2

*Only research associates **who have been in this grade for three years** can apply for the grade of director of research. However, applications for the grade of junior director of research are admitted from any research associate who has made a notable contribution to research, subject to authorization by the scientific advisory board.*

APPENDIX I – Scientific review committees

Specialized Scientific Committees

(Commissions scientifiques spécialisées)

There are six new specialized scientific committees for the period **2016 - 2021**, in addition to the ad hoc committee:

These committees assess both the scientists and the laboratories. They propose a development policy. Each committee has 30 members.

CSS 1 - Molecular and cellular mechanisms of life

CSS 2 - Developmental disorders, Hematology and Oncology

CSS 3 - Physiology and pathophysiology of major systems

CSS 4 - Neurosciences

CSS 5 - Immunity, Infection

CSS 6 - Public Health and Health Technology

CAR - Research Administration Committee

You may find further information about the research themes pertaining to the CSS on the website EVA3: <https://eva3-accueil.inserm.fr> (in French).

Scientific Advisory Board:

As an advisory body, the Scientific Advisory Board studies the situation and development prospects of medical research and life and health sciences by drawing on the preparatory work carried out by the Specialized Scientific Committees. Half of its members are elected by Inserm personnel and the other half are appointed by the funding ministries.

The Scientific Advisory Board is particularly consulted about:

- the creation, amendment and closure of Inserm's research units;
- appointments of research unit directors: renewing or winding up their responsibilities;
- the research policy for recruiting research scientists;
- Inserm's promotion, information and training guidelines.

Appendix II - List of acting regional services (délégations régionales – DR)

REGIONS

Inserm - DR BORDEAUX Aquitaine / Poitou Charentes

Responsable Ressources Humaines :
Mme Lucie BESSE
Institut François Magendie – 146 rue Léo Saignat
33077 BORDEAUX CEDEX
Tél : 05 57 57 36 15 / Fax : 05 57 57 36 26
courriel : lucie.besse@inserm.fr

Inserm - DR LILLE Nord Ouest

Responsable Ressources Humaines :
M. Steve MBAYE
1 avenue Oscar Lambret – BP 90005 – 59008 LILLE CEDEX
Tél : 03 20 29 86 73 / Fax : 03 20 29 82 26
courriel : steve.mbaye@inserm.fr

Inserm - DR LYON Rhône Alpes / Auvergne

Responsable Ressources Humaines :
Mme Virginie FARRE
Centre Hospitalier Le Vinatier – Bâtiment 452 – 95 boulevard Pinel
69675 BRON CEDEX
Tél : 04 72 13 88 29 / Fax : 04 72 13 88 28
courriel : virginie.farre@inserm.fr

Inserm - DR MARSEILLE Provence Alpes Côte d'Azur / Corse

Responsable Ressources Humaines :
M. Vincent AUDIBERT
18 avenue Mozart - BP 172 - 13276 MARSEILLE CEDEX 9
Tél : 04 91 82 70 40 / Fax : 04 91 82 70 46
courriel : vincent.audibert@inserm.fr

Inserm - DR MONTPELLIER **Languedoc / Roussillon**

Responsable Ressources Humaines :
Marie-Anne STAUB
60 rue de Navacelles - 34394 MONTPELLIER CEDEX 5
Tél : 04 67 63 70 80 / Fax : 04 67 63 70 89
courriel : marie-anne.staub@inserm.fr

Inserm - DR NANTES **Grand Ouest**

Responsable Ressources Humaines :
Mme Marie DEMATHIEU
63 quai Magellan – BP 32116 – 44021 NANTES CEDEX 1
Tél : 02 40 20 92 39 / Fax : 02 40 47 77 01
courriel : marie.demathieu@inserm.fr

Inserm - DR STRASBOURG **Grand Est**

Responsable Ressources Humaines :
Mme Anna LAZAR
5 rue Jacob Mayer – BP10005 - 67037 STRASBOURG CEDEX 2
Tél : 03 88 10 86 56 / Fax : 03 88 10 86 69
courriel : anna.lazar@inserm.fr

Inserm - DR TOULOUSE **Midi Pyrénées / Limousin**

Responsable Ressources Humaines :
Mme Sylvie REDOULY
CHU Purpan - BP 3048 - 31024 TOULOUSE CEDEX 3
Tél : 05 62 74 83 52 / Fax : 05 61 31 97 52
courriel : sylvie.redouly@inserm.fr

REGION PARISIENNE

Inserm - DR PARIS V

Responsable Ressources Humaines :
Mme Marie-Noëlle POGER
2 rue d'Alésia - 75014 PARIS CEDEX
Tél : 01 40 78 49 43 / Fax : 01 40 78 49 96
courriel : marie-noelle.poger@inserm.fr

Inserm - DR PARIS VI

Responsable Ressources Humaines :
Mme Muriel FORT
127 avenue Ledru-Rollin - 75011 PARIS
Tél : 01 48 07 34 25 / Fax : 01 48 07 33 97
courriel : muriel.fort@inserm.fr

Inserm - DR PARIS VII

Responsable Ressources Humaines :
Mme Sabrina SAHNOUN
Les Mercuriales – Tour Levant
40 rue Jean Jaurès - 93176 BAGNOLET CEDEX
Tél : 01 43 62 27 13 / Fax : 01 43 62 27 30
courriel : sabrina.sahnoun@inserm.fr

Inserm - DR Paris XI

Responsable Ressources Humaines :
Mme Leïla BEN JANNETTE
Bâtiment Claude Bernard – 84 rue du Général Leclerc
94276 LE KREMLIN-BICETRE CEDEX
Tél : 01 49 59 56 91 / Fax : 01 49 59 53 99
courriel : leila.ben-jannette@inserm.fr

Inserm - DR Paris XII

Responsable Ressources Humaines :
M. Hubert GRILLOT
Immeuble Expansion – 9-11 rue Georges Enesco
94010 CRETEIL CEDEX
Tél : 01 45 17 29 22 / Fax : 01 45 17 29 21
courriel : hubert.grillot@inserm.fr

Inserm - Administration du Siège

Responsable Ressources Humaines :
Mme Murielle GUILLEMIN
101 rue de Tolbiac – 75654 PARIS CEDEX 13
Tél : 01 44 23 60 95 / Fax : 01 44 23 67 62
courriel : murielle.guillemin@inserm.fr

APPENDIX III – Thematic Institutes

Institutes

Inserm's mission is supported by the work of 9 theme-based institutes, whose role is to monitor progress and take a lead on research in their respective fields.

- Molecular and structural bases of living organisms
- Cell biology, development and evolution
- Cancer
- Genetics, genomics and bioinformatics
- Immunology, Inflammation, Infectiology and Microbiology (I3M)
- Neurosciences, Cognitive Sciences, Neurology and Psychiatry
- Physiopathology, Metabolism, Nutrition (PMN)
- Public health
- Health technologies

. *Infrastructures Office*

For more information, please see the Aviesan website (in English) and the Inserm website : <https://www.inserm.fr>