



GUIDELINES FOR APPLICANTS TENURE POSITIONS



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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

The French National Institute of Health and Medical Research (Inserm) is a public scientific and technological institute which operates under the joint authority of the French Ministry of Health and French Ministry of Research.

Inserm is the only French public research institute to focus entirely on human health.

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

Inserm is conducting and supporting research across the biomedical spectrum, from fundamental science to clinical trials.

In each of its areas of activity, Inserm maintains the highest qualitative and ethical standards.

For more information, please see the Inserm website.

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:

- Junior research associate
Chargé de recherche de 2e classe (CR2)
- Senior research associate
Chargé de recherche de 1re classe (CR1)
- 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:

<http://www.eva2.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 2017 application calendar is as follows:

- Application forms available:

- ▶ December 14th, 2016

- Deadline for submission of applications:

- ▶ Research Associates: **January 12th, 2017 – 4:00 pm (GMT+1)**

- ▶ Research Directors: **February 2nd, 2017 – 4:00 pm (GMT+1)**

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

The calendar will be available on the the website:

<https://www.eva2.inserm.fr/EVA/jsp/> *Calendrier*

- Acceptance:

- ▶ from October 1st, 2017

How to apply ?

Applications must be submitted in **both** hard copy and electronic format.

For completion of the submission procedure, applicants must go through each of the following steps:

A – Online registration*:

Go to the URL:

<http://www.eva2.inserm.fr/> - **Concours et programmes de soutien
Concours chercheurs / Competitive recruitment**

Choose the position you are applying for (cf. **list of positions** - STEP 2). Then fill out and submit the **registration form** (STEP 3). After validation of the form, you will be sent a user name and personal access code to the email address you provided. This step is mandatory and enables you to access the secured Inserm website dedicated to application submission.

The registration form must be printed for the hard copy. It is required for the hard copy submission of the application (see below).

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).

B – Abstract

You must fill out the “Abstract” form online in your personal workspace. **This form must be printed for the hard copy (see below).**

*Applicants can register from any computer with a standard browser and an Internet access, including those made available for their use at the Inserm Acting Regional Authorities (*Délégations Régionales – DR* - listed in the [Appendix II](#)).

C – Download the application package:

The application package can be downloaded from the same URL as above: STEP 4 – **Download the files**

It comprises the following documents, depending on the position you are applying for:

- **CR2 positions:**
 - C00_Tenure_position_inscription
 - C01_Curriculum_vitae_CR
 - C02_Previous_work_and_Projects
 - C03_Production_CR

- **CR1 positions:**
 - C00_Tenure_position_inscription
 - C01_Curriculum_vitae_CR
 - C02_Previous_work_and_Projects
 - C03_Production_CR
 - C04_Research_activities_CR1 DR2

- **DR positions:**
 - C00_Tenure_position_inscription
 - C01_Curriculum_vitae_DR
 - C02_Previous_work_and_Projects
 - C03_Production_DR
 - C04_Research_activities_CR1 DR2
 - C04_Research_activities_DR1

and if need be

 - C05_Exceptional_request_for_DR2
 - C05_Exceptional_request_for_DR1

These documents must be completed off line.

Use a font of type "Ariel" cut 10 when you complete your documents

It is not possible to supplement / update the list of publications after the submission deadline. However, provided that your application has been preselected, it is possible to show proof of acceptance for your new publications during your interview.

D – Upload the application package

The files described above being completed off line, they must be uploaded on the EVA secured website, after connection using the user name and access code provided after online registration.

STEP 5 – Submit your files

NB : If possible, uploading PDF  files will be appreciated. Alternatively, use the following formats when saving your files:



Word.doc(x) or Word.rtf

NB: If any item is missing, the application will be rejected.

E – Send a hard copy of the application files

- the printed document corresponding to the form completed online when you requested an access code, **signed by the head of the host laboratory.**
- the printed document corresponding to the “Abstract” form, completed online.
- the application package documents completed and printed.
- documentary evidence and photocopies of diplomas.

You must sign the document "**C00_Tenure_position_inscription**" of the hard copy. **Unsigned applications will be rejected.**

NB: If any item is missing, the application will be rejected.

The compulsory hard copy (neither stapled nor bound) must be sent to the Research Scientist Office at the following address **only**:

Inserm – DRH
SDPCIT / concours – (3rd floor - porte 333)
101 rue de Tolbiac
75654 PARIS CEDEX 13
FRANCE

Please, do not send or upload any other documents than those listed in the above sections, as they will not be taken into consideration.

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).

Choice of grade and group of disciplines

On registering, you must make **two important choices**:

- **the group(s) of disciplines** under which you will apply.
- **the grade(s)** you will apply for, bearing in mind that:
 - the number of **senior research associate (CR1)** applications is limited to **three** (see [below: "is there any limitation on the number of applications?"](#)),

Subject to these conditions, it is possible to apply for senior and junior research associate positions at the same time.

It is possible to apply for more than one position at the same time (i.e.: in different groups of disciplines, and/or grades), provided that the applications (considered as one) are supported by the same body of work. The research project should be pertinent to the disciplines applied for.

Applicants for **more than one position** must register separately for each position. You will therefore have several user codes and passwords, and must submit **one complete set of the application documents (hard copy + electronic version) per position code**.

Experience shows that multiple applications are not to the candidate's advantage.

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:

■ CR2

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

- PhD / DPhil, MD, or equivalent.

■ CR1

Senior research associate candidates must hold one of the following qualifications:

- PhD / DPhil, MD, or equivalent.

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

■ 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,*

■ DR1

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

- PhD / DPhil, MD, or equivalent.

*⇒ must show in addition that they have
12 years of experience in research work¹.*

¹ **“Years of experience in research work”** means years spent in a public scientific and technological organization or in a research or teaching laboratory of a public research body.

If a candidate has done research in another public or private laboratory, experience equivalency may however be recognized by the relevant Inserm assessment committee.

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, except for the grade of senior research associate (*Chargé de recherche de 1^{re} classe* - CR1).

Article 15 of decree no. 83.1260 dated 30 December 1983 stipulates that:

no more than three applications can be made for the grade of senior research associate (CR1). However, candidates who are declared admissible twice for the grade of senior research associate are entitled to a fourth application.

Applications are not taken into account as such when:

- A first application is not taken in consideration, due to unfulfilled administrative requirement.
- A candidate withdraws all his(her) applications no later than three days before the first meeting of the admissibility review board (Preselection). Application withdrawal must be notified to the [SDPCIT](#) by mail.
- The preselection schedule will be available on the website [EVA / Calendrier](#).

- **N.B.:**
- Application to several groups of disciplines at the same session counts as just one application, provided that it is based on the same body of work.
- As soon as a candidate is examined by the admissibility review board, whether he(her) is preselected or not, his(her) application is taken into account as such, even if he(her) withdraws later, before the interview.
- Candidates can only be declared admissible after their interview.

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](#).

If a senior research associate (CR1) application is withdrawn no later than three days before the first meeting of the admissibility review board (Preselection), it will not be taken into account. Thereafter, the application will be deemed to have been submitted, whether the candidate is preselected or not (cf. [Is there any limitation on the number of applications?](#))

The preselection schedule will be available on [Eva](#) / *Calendrier*.

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.eva2.inserm.fr/Résultats>).

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 - cf. [page 4 of the guide](#)).

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

1/ Research Associates (CR)

- **Quality of the curriculum**, assessed in terms of the renown and excellence of the laboratories where the candidate worked during his(her)

university post-doctoral training and thematic and geographical mobility.

■ **Scientific project**, assessed in terms of:

- quality (originality, interest of the question posed, scientific approach, methodological approach)
- means (facilities, finances and intellectual environment)
- suitability in terms of Inserm's missions
- potential for economic, medical and societal development

■ **Publications**, reviewed in terms of:

- the number and quality of original international publications in:
 - o leading multidisciplinary journals
 - o leading specialized journals
 - o other specialized journals
- the number and quality of publications associated with international conferences,
- the number and quality of books and review articles

■ **Economical, medical and societal transfer**

Economical transfer

1 - Partnerships and productions related to the socio-economic (level of involvement: PI or partner)

- Patents with or without international expansion
- License Agreements with or without international expansion
- Contribution to the development of norms and standards
- Industrial contracts (amount, duration)
- Research collaborations and partnerships with license option
- New companies
- Benefits / consultancies (Taking into account the duration of benefits)
- Fellowships Cifre theses and other projects built with socio-economic partners
- Projects Funded maturation phase to reach a Proof of Concept

2 - Development of tools / instruments multi-partner.

Medical transfer

1 - Coordination of preclinical or clinical trial, obtaining or participation in regional or national PHRC, obtaining or participation in translational research hospital contracts

2 - Development of tools / instruments multi-partner

Societal transfer

1 - Activities for expertise to public authority and European /

international (WHO etc ...) instances

2 - Interactions with civil society: knowledge dissemination to the general public, shares in partnership with associations, mission analysis of societal demand, prospective analysis

■ **Scientific and group leadership**, assessed in terms of:

- national and international scientific collaborations
- oral presentations and selection of posters
- participation in seminars and scientific meetings
- responsibility for projects (senior research associate)
- theory taught in Master's Programme...

■ **Quality of the oral presentation**, assessed in terms of its scientific rigour, structure and pedagogic qualities, and of the candidate's ability to convince and present a synthetic overview.

■ **Quality of answers during the discussion**, assessed in terms of knowledge, imagination, analytical capacity, critical sense, ability to listen, team spirit, and autonomy.

2/ Directors of Research (DR)

■ **Quality of the curriculum and past activities**, determined by reference to:

- The reputation and excellence laboratories visited during training university and postgraduate
- Thematic and geographical mobility
- The major scientific contributions from the appointment CR

■ **Scientific project**, assessed in terms of:

- quality (originality, interest of the question posed, scientific approach, methodological approach)
- means (facilities, finances and intellectual environment)
- suitability in terms of Inserm's missions
- potential for economic and medical development.

■ **Publications**, reviewed in terms of:

- the number and quality of original international publications in:
 - leading multidisciplinary journals
 - leading specialized journals
 - other specialized journals
- the number and quality of articles in scientific reviews for the

- general public
- the number and quality of publications associated with international conferences,

■ **Economical, medical and societal transfer**

Economical transfer

1 - Partnerships and productions related to the socio-economic (level of involvement: PI or partner)

- Patents with or without international expansion
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Societal transfer

1 - Activities for expertise to public authority and European / international (WHO etc ...) instances

2 - Interactions with civil society: knowledge dissemination to the general public, shares in partnership with associations, mission analysis of societal demand, prospective analysis

■ **Scientific and group leadership**, assessed in terms of:

- participation in national or international reviews to assess or direct research
- national and international scientific collaborations
- missions (oral presentations in plenary sessions of conferences invitations to internationally renowned institutes, oral presentations and a selection of posters...)

- organization of conferences and colloquia
- theory taught in Master's Programme ...
- participation in the collective life of the laboratory (seminars, management, good practices).

■ **Scientific management skills**, assessed in terms of leadership qualities and organizational know-how in running a team or group (master's students, PhD students, postdocs, research scientists, technical staff), the appropriateness of the team's composition ...

■ **Quality of the oral presentation**, assessed in terms of its scientific rigour, structure and pedagogic qualities, and of the candidate's ability to convince and present a synthetic overview.

■ **Quality of answers during the discussion**, assessed in terms of knowledge, imagination, analytical capacity, critical sense, ability to listen, team spirit, and autonomy.

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 (<http://www.eva2.inserm.fr/Résultats>).

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 2017.**

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).

GRADE	SALARY INDEX	MONTHLY PRETAX SALARY (indicative)
Research Associate (CR)	454 to 821	2114,76 euros to 3824,27 euros
Director of Research (DR)	658 to 1164	3065,01 euros to 5421,99 euros

Cf. Inserm human resources website - "barème des traitements des chercheurs au 01/07/2016", page 3 (in french).

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 junior and senior 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?

Every two years, each Inserm appointee must submit a **progress report**, which is reviewed by the scientific authorities so as to monitor the appointee's research work. Every year, he/she will also have to fill out an annual "Abstract" form online in his/her personal workspace on EVA.

Promotion procedures

Change of level (*échelon*):

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

Change of grade:

CR 2 → CR 1

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 1 → DR 2

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 CR1 to grade DR2. Promotion to the grade of director of research is considered as an appointment. No distinction is made between internal and external candidates.

*Only senior 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 nine new specialized scientific committees for the period **2016 - 2021**, in addition to the ad hoc committee:

CAR - Research Administration 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

You may find further information about the research themes pertaining to the CSS on the website [Eva](#) (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 :

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33077 BORDEAUX CEDEX

Tel : 05 57 57 36 15 / Fax : 05 57 57 36 26

E-mail: lucie.besse@inserm.fr

Inserm - DR LILLE Nord Ouest

Responsable Ressources Humaines :

M. Steve MBAYE

1 avenue Oscar Lambret – BP 90005 – 59008 LILLE CEDEX

Tel : 03 20 29 86 73 / Fax : 03 20 29 82 26

E-mail: steve.mbaye@inserm.fr

Inserm - DR LYON Rhône Alpes / Auvergne

Responsable Ressources Humaines :

Mme Virginie FARRE

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APPENDIX III – Thematic Institutes

- **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**

For more information, please see the Aviesan website (in English) and the Inserm website.

Appendix IV

Number of positions available for competitive application since 2003

		DR 2	CR 1	CR 2
2003	Number of positions available	33	42	28
	Number of applications received	240	394	354
2004	Number of positions available	28	43	30
	Number of applications received	235	321	329
2005	Number of positions available	35	43	30
	Number of applications received	229	333	307
2006	Number of positions available	48	45	30
	Number of applications received	240	366	488
2007	Number of positions available	46	48	32
	Number of applications received	234	284	427
2008	Number of positions available	47	45	30
	Number of applications received	209	248	414
2009	Number of positions available	46	34	27
	Number of applications received	193	251	421
2010	Number of positions available	50	44	30
	Number of applications received	236	295	439
2011	Number of positions available	48	41	33
	Number of applications received	221	283	438
2012	Number of positions available	44	45	30
	Number of applications received	218	365	503
2013	Number of positions available	39	45	30
	Number of applications received	251	500	632
2014	Number of positions available	39	45	30
	Number of applications received	259	553	674
2015	Number of positions available	33	36	24
	Number of applications received	234	531	434
2016	Number of positions available	33	36	24
	Number of applications received	208	401	508