

# HEALTH RESEARCH: A WORLD WORTH EXPLORING

**INSERM IS RECRUITING:  
60 TENURE POSITIONS ARE OFFERED  
TO RESEARCHERS M/F DEDICATED  
TO BIOMEDICAL RESEARCH**



**GUIDELINES FOR APPLICANTS  
TENURE POSITIONS (Edition 2020)**

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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.

Inserm is the leading European academic biomedical research institution, and with nearly 12,000 publications a year; is second in the world only to the National Institutes of Health (NIH). According to the 2016 ranking by Thomson-Reuters, Inserm is also the world's 9th most innovative public research organization.

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  
75013 Paris  
France

For any further information: [concours-chercheurs@inserm.fr](mailto:concours-chercheurs@inserm.fr)



## What is the timetable for application submission and evaluation?

The 2020 application calendar is as follows:

- Application forms available:

▶ Research Associates: **December 10th, 2019**

▶ Research Directors: *April, 2020*

- Deadline for submission of applications:

▶ Research Associates: **January 14th, 2020 – 5:00 pm (GMT+1)**

▶ Research Directors: *May, 2020*

- 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, 2020**

## 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 work<sup>1</sup>,*

## 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.

## Withdraw my application

The request for withdrawal is made by mail sent to the SDPCIT: [concours-chercheurs@inserm.fr](mailto:concours-chercheurs@inserm.fr)

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://eva3-accueil.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:

**Please note: the host laboratory must be one of the units of Inserm.**

The list of Inserm's laboratories is available online: <http://bir.inserm.fr>

For further information regarding the laboratories, please contact: [concours-chercheurs@inserm.fr](mailto:concours-chercheurs@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.

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

### Application assessment

Each application is assessed according to 3 criteria:

- Evaluation of the research work during thesis and two most significant post-doctoral experiences. For each of these periods, choose the most remarkable achievement and justify your choice and your personal contribution. Also, specify the skills gained during each period and their importance for your future project described in the « Project summary » form.
- Evaluation of your 3 major achievements (publications, patents or other products of economic, clinical or social value) described in the « Biosketch » form.
- Evaluation of the project and its adequacy in relation to the host laboratory described in the « Project summary » form.

■ The **admission** review board: 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):

#### Junior researchers (CRCN)

##### Job profile

**Mission** Develop scientific projects to produce, exploit and disseminate knowledge within the framework of Inserm's missions and values, which are based on responsible conduct of research and ethical and regulatory requirements.

**Main activities**

- Define appropriate research methods
- Develop and execute research projects autonomously
- Analyze, interpret and validate experimental results with the required quality
- Disseminate and promote its results in the form of publications, communications at National and international conferences, and/or patents
- Supervise scientifically young researchers, technicians, students
- Ensure scientific and technological watch in specific field

**Associated activities**

- Participate in fundraising and management of program funding
- Develop, participate and/or coordinate research collaborations at the national and international level
- Participate in the management of research
- Participate in the evaluation of scientific activities (manuscripts, recruitment, committees)
- Participate in the organization of conferences, symposiums, etc
- Disseminate scientific knowledge to the general public
- Participate in national or international assessment on specific fields or technologies
- Participate in specific bodies, working groups or scientific missions of the institute

**Expected qualities**

- Scientific expertise recognized in a discipline at national and international level
- Knowledge of the research environment at national and international level
- Knowledge of the regulatory, ethical and deontological aspects of research

##### Know-how

- Conduct an original research project
- Communicate and disseminate scientific information (original articles, seminars, international congresses)
- Mobilize, federate, lead the management of a project
- Define and obtain funding

**Diploma and experience** PhD and at least one postdoctoral experience

## 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
- Être 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,
- Être membre de comités d'évaluation (académiques et/ou privés)
- Participer à l'évaluation de l'activité scientifique (manuscrits, 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 2020.**

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)
<b>Research Associate (CR)</b>	CRCN	463 à 825	2 169,62 euros à 3 865,97 euros
	CRHC	632 à 825 A3	2 961,56 euros à 4 531,38 euros
<b>Director of Research (DR)</b>	DR2 to DR1	662 à 1164 C3	3 102,14 euros à 5 473,27 euros

To support newly recruited researchers (CRCN), INSERM offers a 3500€ research and doctoral supervision bonus (gross value).

This systematic grant is disbursed over 4 years.

In addition, a 30 K€ endowment is dedicated to the recruitment of researchers (CRCN), in order to meet their needs in terms of functioning and/or lab equipment within the institute.

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*” in French):

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).

#### DR2 → DR1

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

#### DR1 → 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:

The Specialized Scientific Committees (CSS) support the Chairman and CEO of the Institute and contribute to the periodic evaluation of the work of the research unit relating to their field, in consideration of the missions communicated to the High Council for the Evaluation of Research and Higher Education (HCERES), the French research evaluation body.

As part of recruitment competitions for research heads and directors, the Commissions form a preliminary selection board, select applications and place them in order of merit. They also manage the researcher activity evaluation process and requests for promotion.

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**

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#### **Inserm - DR Nouvelle-Aquitaine**

Responsable Ressources Humaines :  
Mme Emmanuelle MAZET  
Institut François Magendie – 146 rue Léo Saignat  
33077 BORDEAUX CEDEX  
Tél : 05 57 57 36 15 / Fax : 05 57 57 36 26  
courriel : [emmanuelle.mazet@inserm.fr](mailto:emmanuelle.mazet@inserm.fr)

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#### **Inserm - DR 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](mailto:steve.mbaye@inserm.fr)

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#### **Inserm - DR Auvergne-Rhône-Alpes**

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](mailto:virginie.farre@inserm.fr)

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#### **Inserm - DR Provence-Alpes-Côte d'Azur et Corse**

Responsable Ressources Humaines :  
M. Adrien VINATIER  
18 avenue Mozart - BP 172 - 13276 MARSEILLE CEDEX 9  
Tél : 04 91 82 70 40 / Fax : 04 91 82 70 46  
courriel : [adrien.vinatier@inserm.fr](mailto:adrien.vinatier@inserm.fr)

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**Inserm - DR Occitanie Méditerranée**

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](mailto:marie-anne.staub@inserm.fr)

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**Inserm - DR 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](mailto:marie.demathieu@inserm.fr)

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**Inserm - DR 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](mailto:anna.lazar@inserm.fr)

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**Inserm - DR Occitanie Pyrénées**

Responsable Ressources Humaines :  
Mme Hélène CALMES  
CHU Purpan - BP 3048 - 31024 TOULOUSE CEDEX 3  
Tél : 05 62 74 83 52 / Fax : 05 61 31 97 52  
courriel : [helene.calmes@inserm.fr](mailto:helene.calmes@inserm.fr)



## **REGION PARISIENNE**

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### **Inserm - DR PARIS 5**

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](mailto:marie-noelle.poger@inserm.fr)

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### **Inserm - DR PARIS 6 12**

Responsable Ressources Humaines :  
Mme Muriel FORT  
8, rue de la Croix-Jarry - Bâtiment A - 75013 Paris  
Tél : 01 48 07 34 25 / Fax : 01 48 07 33 97  
courriel : [muriel.fort@inserm.fr](mailto:muriel.fort@inserm.fr)

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### **Inserm - DR PARIS 7**

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](mailto:sabrina.sahnoun@inserm.fr)

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### **Inserm - DR Paris 11**

Responsable Ressources Humaines :  
Mme Anthonie PETIT  
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 : [anthonie.petit@inserm.fr](mailto:anthonie.petit@inserm.fr)

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### **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](mailto: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>