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Inserm
La science pour la santé
From science to health

RESEARCHERS COMPETITIONS

Candidate's guide 2023



Human Resources Department
Program Assessment and Follow-up Department

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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:

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

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

- Researchers (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 de Développement RH,
Concours – 3rd floor - door 302
101 rue de Tolbiac
75013 PARIS
FRANCE

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

What is the timetable for application submission and evaluation?

The 2023 application calendar is as follows:

- Application forms available:

  ►Researchers: 12 December, 2022

  ►**Research Directors: 16 January, 2023**

- Deadline for submission of applications:

  ►Researchers: 13 January, 2023

  ►**Research Directors: 20 February, 2023 -** 5:00 pm (GMT+1)

- Preselection, admissibility review (interviews), admission board:

  The calendar will be available on the the website: https://eva3-accueil.inserm.fr / Application submission / Committees calendar

- Recruitment Researchers: ►**from October 1st, 2023**
- Recruitment Research Directors: ►**from December 1st, 2023**

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 researchers 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*** [1]

[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, 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 de Développement RH* » 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 e-mail.

Withdraw my application

The request for withdrawal is made by e-mail sent to the SDPCIT: 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 e-mail.

No letter of recommendation is accepted.

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

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

Videoconference (using Microsoft TEAMS):

In specific cases (people residing abroad, people with disabilities, pregnant women and anyone whose state of health justifies it), interviews may be arranged by videoconference. Apart for the candidates residing abroad, the request must by accompanied by a medical certificate.

Oral exam accomodations:

Accommodations are possible for candidates with disabilities under the conditions set out in the official decree governing each competition.
If you have a permanent disability and are officially considered as a disabled worker or benefit from the French employment obligation, you may receive accommodations for your interview. The same is true if your disability is temporary, confirmed by a medical certificate.
You must request any such accommodations at the time of application. Your request will be examined after the provision of documentation demonstrating that you fall into one of the aforementioned categories and a medical certificate specifying the requested accommodations completed.

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 « *Service de Développement RH* » (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.

For further information regarding the laboratories, please contact:
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.
When the need for external scientific expertise is justified, the admissibility review board may be completed, within the limit of 20% of its members, by qualified personalities, chosen by CEO of the Institute, after the opinion of the president of the commission. These experts participate in the examination of the files and, if necessary, in the hearing of the candidates, and have consultative role at admissibility review board deliberations.

Two rapporteurs are appointed for each candidate and study the application file; the admissibility review boards proceed to the interviewings.

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

- 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?
Application assessment

Each application is assessed according to various criteria:

- Evaluation of the research work during thesis and 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 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.

- Animation (Participation in the financing of his/her research; notoriety of the conferences; supervision and teaching…).

For access to the DR2 grade, in addition to the above-mentioned criteria, special attention will be given to leadership ability.

For further information, see the corresponding information:

- CRCN Evaluation criteria
- DR2 Evaluation criteria

Candidate evaluation criteria

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

For any further information: CRCN Evaluation criteria

Junior director of research (DR2):

Junior Director of research (DR2)

Job profile	
Mission	Define, organize, animate and promote scientific activity of an innovative research program carried by staffs under their responsibility. 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 the axes and priorities of the research programme ■ Manage and animate a research program ■ Training of PhD students, promote young researchers ■ Research and ensure funding required for the realization of projects ■ Ensure the validation of results and scientific integrity ■ Disseminate and promote its results in the form of publications, communications at national and international conferences, and/or patents ■ Develop, participate and/or coordinate research collaborations at the national and international level ■ Produce the assessments of the support staff under their responsibility, assist in competition preparation and career monitoring
Associated activities	■ Monitor the management of research funding contracts ■ Participate in university education at national or international level ■ To be a member of evaluation committees (academic and/or private) ■ Participate in the evaluation of scientific activities (manuscripts, funding requests) ■ Participate in the management of research ■ Organization of conferences, symposiums, reflection meeting at national or international level ■ Disseminate scientific knowledge to the general public ■ Participate in specific bodies, working groups or scientific missions of research organisations ■ Take an active part in learned societies and/or charitable associations linked to medical research
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	• Team management (setting goals, organize, decide, delegate, prioritize, animate, evaluate, promote collaborators, making visible and developing skills of the team and promoting career development) • Mobilise, federate, lead the management of a project • Define and obtain funding • Communicate and disseminate scientific information (original articles, seminars, international congresses) • Take responsibility for deontological, ethical and legal safety rules
Diploma and experience	PhD and at least 8 years postdoctoral experience

For any further information: DR2 Evaluation criteria

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 2023.

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).

Salary:

CORPS	GRADE	SALARY INDEX	MONTHLY PRETAX SALARY (indicative)
Research Associate (CR)	CRCN	474 à 830	2 298,91 euros à 4 025,52 euros
	CRHC	643 à 830 A3	3 118,57 euros à 5 174,98 euros
Director of Research (DR)	DR2 to DR1	667 à 1164 C3	3 234,97 euros à 5 689,08 euros

***Attention*: These salaries do not include bonus (« prime de recherche »)**

- To support newly recruited researchers (CRCN), INSERM offers a 3 500€ research and doctoral supervision bonus (gross value).
- To support newly recruited researchers (DR2), INSERM offers a 6 000€ research and doctoral supervision bonus (gross value).

This systematic grant is disbursed over 3 years.

In addition, a 30 K€ endowment is dedicated to the recruitment of researchers (*only 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 (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:

- An 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 seven new specialized scientific committees for the period **2022 - 2027**, in addition to the “CPAR” 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.

CSS 1 - Cellular, molecular and structural biology

CSS 2 - Oncology, genetic diseases

CSS 3 - Physiology and pathophysiology of major systems

CSS 4 - Neurosciences

CSS 5 - Immunity, microbiology, Infection

CSS 6 - Public Health, population health

CSS 7 - Health Technology

CPAR - Steering and 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 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 : emmanuellle.mazet@inserm.fr

Inserm - DR Nord Ouest
Responsable Ressources Humaines :
Mme Estelle PERU
1 avenue Oscar Lambret – BP 90005 – 59008 LILLE CEDEX
Tél : 03 20 29 86 73 / Fax : 03 20 29 82 26
courriel : estelle.peru@inserm.fr

Inserm – DR Auvergne-Rhône-Alpes
Responsable Ressources Humaines:
Mme Rym KAMOUN
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 : rym.kamoun@inserm.fr

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

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

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

Inserm - DR Est
Responsable Ressources Humaine:
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 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

REGION PARISIENNE

Inserm - DR Paris-IDF centre-Nord
Responsable Ressources Humaines :
Mme Sabrina SAHNOUN
86 rue Regnault - Immeuble Kadence - 75013 PARIS
Tél : 01 43 62 27 13 / Fax : 01 43 62 27 30
courriel : sabrina.sahnoun@inserm.fr

Inserm - DR Paris-IDF centre-Est
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

Inserm - DR Paris-IDF Sud
Responsable Ressources Humaines :
Mme Anthonie PETIT
48-50 rue Albert - 75013 PARIS
Tél : 01 49 59 56 91 / Fax : 01 49 59 53 99
courriel : anthonie.petit@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

► **For more information:**
https://www.inserm.fr/nous-connaitre/gouvernance-organisation/

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

For more information, please see the Aviesan website (in English) and the Inserm website: site de l'Inserm.