Research Directors (DR2)

Guide for applicants
Open competitions 2019

(for non-assigned positions)

The department of human resources and sustainable development (DRHDD) recommends you to read this guide carefully before preparing and submitting your application.
KEY POINTS

The profession of Research Director

Becoming a research director is a complete change in direction in the career of a researcher.

- Research directors are recognized experts, committed to joint scientific leadership, able to design, lead, coordinate, and promote research, in particular at European and international level.

How to apply

The applicant must state the competition (or possibly several) of their choice. Applications must be submitted online, by post or delivered by hand to INRA's head office. Applications sent by e-mail will not be considered.

The application package

The applicant must present a project and specify the unit where they wish to work if their application is successful.

Both online and paper application packages include:

1. An administrative part
2. A scientific part comprising three sections:
   1/ a brief presentation form (maximum 2 pages)
   2/ A scientific section divided into four sections:
      - A curriculum vitae (maximum 2 pages),
      - A report on research conducted or participated in,
      - A research project,
      - A list of publications and other scientific outputs (of any sort, academic or transfer).
   The report and the project must be no longer than 15 pages.
3/ Publications and other outputs (maximum 10) among the most significant.

The selection process

The administrative department will ensure the applicant is eligible to apply. During the shortlisting phase, the selection board draws up a shortlist on the strength of the applications. The final selection involves an interview with the selection board and provides the candidate with the opportunity to defend their project.

Recommendations

- It is strongly recommended that the candidate contacts a scientific director at the research unit they would like to join and carry out their project if their application is successful. The laboratory directory is available on the INRA website (http://institut.inra.fr/en/infos/annuaire/78).
- The scientific report must be structured, legible, and comply with the instructions (content, fonts, number of pages...)
- Do not leave it until the last minute to submit your application online.

Application assessment criteria

Competitions for the recruitment of second class research directors (DR2) are intended for experienced researchers.

- We expect the candidates to have shown their ability to design and coordinate research work, which is why the selection board is primarily interested in:
  - Proven personal work and accomplishments (academic and transfer)
  - The ability to design and lead a research project coherent with the thematic orientations of INRA
  - The combination of research activities and knowledge diffusion and promotion (expert assessments supporting public policies, transfer to civil society and/or the economic sector, teaching, etc.)
  - Supervision of doctoral students
  - Coordination of international and European projects or projects funded by the National Research Agency
  - The establishment and coordination of collaborative networks
  - Thematic and/or geographic mobility
- Each candidate will present a well thought-out, coherent project that falls within INRA’s research themes. The candidate will detail the objectives and the purpose, the human and material resources likely to be used, as well as any indications regarding the feasibility of this project. They must underline its collective dimension and its forward-looking nature.

Application requirements

Qualifications, diplomas, experience

1/ Research Director open competitions are open to candidates belonging to the French tenured civil service category of ‘Chargé de recherche’ (Research Scientist) and who have been an Experienced Research Scientist for a minimum of three years at the time of application.

2/ Candidates who do not belong to the French tenured civil service category of ‘Chargé de recherche’ (Research Scientist) must have a PhD (or equivalent) and have 8 years’ experience in research after PhD, or can justify scientific work judged to be equivalent to these conditions.

Practical information: You will no longer be able to access your candidate area after the submission deadline. You can follow the competition (composition of the selection boards, dates of shortlisting and final selection phases, results) on the website (http://jobs.inra.fr/offreemploi_perm/concours/concours-dr2-sur-projet), via the tab “suivi de la campagne”. You will be sent the results of the shortlisting and the final selection by e-mail (regularly check your inbox and spam).
Research Directors (DR) at INRA are recruited through competitions, as is the case for the other categories of civil servants.

The present guide aims to answer the main questions candidates may have.

For any further information, please contact the Department of Human Resources and Sustainable Development (DRHDD).

www.inra.fr
(section "Careers & Jobs")

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PREPARING YOUR APPLICATION

The National Institute for Agricultural Research was created in 1946 and has been a Public Scientific and Technological Establishment (EPST) under the authority of the French Ministry of Research and Ministry of Agriculture since 1984. INRA’s missions are to organize, conduct, and coordinate scientific and technological research in the fields of food, agriculture, and the environment as part of its own strategy or at the request of the government.

The activities and the organization of the institute are presented on the INRA website (www.inra.fr or http://institut.inra.fr/en or http://institut.inra.fr/es).

⚠️ Point for attention: from January, 1st, 2020, the French national institute for agricultural research merge with National research institute of science and technology for environment and agriculture (Irstea). The new establishment will be named French national institute for agriculture, nutrition and environment (Inrae).

BECOMING A RESEARCH DIRECTOR

Access to the profession of 2nd class research director (DR2) is a milestone in the career of a researcher.

➤ THE PROFESSION OF RESEARCH DIRECTOR

Research directors are recognized experts able to design, lead, and coordinate research and promotion activities, in particular at European and international level.

At INRA, the profession of research director concerns the following criteria:

1) The general obligation of any civil servant to contribute to missions of French public scientific and technological establishments, as defined in the research code, including:

   - Development and progress of research;
   - Promotion of research findings dedicated to society through innovation and transfer of technology;
   - Sharing and diffusion of scientific knowledge, prioritizing open access;
   - Development of expertise and support for public policies to meet societal challenges, as well as social, economic, and sustainable development needs;
   - Training in and through research.

Research management activities contribute to the implementation of research establishment missions.

2) Contributions to specific INRA missions as stipulated in decree 84-1120 of 14 December 1984.

3) Collaboration and responsibilities in national, European, and international networks and projects, able to reinforce the research, partnership, and transfer capabilities of the candidate and the team with which they are affiliated.

Becoming a DR2 is a significant career change with:

   - greater investment in leadership functions,
   - diversification and expansion of topics,
   - the ability to define and mobilize the required skills,
   - the scientific organization and operational management of projects.
THE SCIENTIFIC PACKAGE: REQUIREMENTS

In the scientific package, the candidate must present their previous accomplishments and propose a scientific project. The scientific package comprises 3 parts: a presentation form, a report, and maximum 10 publications (or other accomplishments).

1 - CANDIDATE PRESENTATION FORM

To facilitate the work of the selection board during the shortlisting phase, this form summarizes the information and indicators regarding the career and accomplishments of the candidate. The candidate must use the format presented in annex 1 of this guide (cf. page 27). The template is also downloadable. The form must be no longer than 2 pages.

2 - SCIENTIFIC PACKAGE COMPRISING A CV, A REPORT, A PROJECT, AND A LIST OF OUTPUTS

➤ A curriculum vitae (maximum 2 pages)

➤ A REPORT

The report comprises two parts for the following competitions:

- Competition 1 - Agronomy, biology and plant breeding, digital sciences, economics and social sciences
- Competition 2 - Ecology, animal and plant health, animal genetics
- Competition 3 - Food, animal physiology and breeding, microbiology and process engineering

This report is a review. The candidate must provide all information regarding mobility and missions carried out in research institutions, in particular:

- knowledge development;
- promotion and transfer of results to socio-economic partners as well as contributions to innovation and the societal impact of the research;
- scientific expert appraisals and public policy support;
- participation in training in or through research;
- sharing scientific knowledge and diffusion of scientific and technical culture;
- research management

The first part of the report will focus on the candidate’s personal work and scientific output.

The second part will outline the various collective scientific leadership activities (projects, networks, groups, etc.) and the promotion and transfer of knowledge (socio-economic partnerships, innovation, expert assessments supporting public policies, teaching, transfer to civil society or the economic sector, etc.), highlighting, if necessary, any innovative approaches (for example participatory science, living labs...). The candidates must define the importance given to the different sections of the report according to their experience.

Everything you declare must be proven and illustrated through, for example, joint publications with the members of your team, publications linked to the responsibility of a "work package", the
management of a platform, progress reports and organization of conferences, feedback within the framework of the coordination of European projects, disclosure of inventions and exploitable results, databases, software, etc.

The contribution of these activities and their coherence with the research work must be explained, for example:

- How does teaching fit into research work?
- What role do partnership-based activities play in overall project?
- What added value does the coordination of a European project provide?

The second part of the report must, therefore, be given careful consideration and linked to the research work in order to show how these activities fall within the framework of the missions of the researcher or the research unit, how the candidate brings them together to form a coherent whole, and how that contributes to building their project. The candidates must defend their commitment, the purpose, and the process pursued.

➤ A PROJECT

Each candidate must present a project, irrespective of the competition selected.

The DR2 competition must enable the past work and activities of the candidates to be assessed (shortlisting). However, serious consideration will also be given to the project and qualitative changes that the candidate envisages after becoming a research director (final selection).

The project must assist the selection board in understanding the candidate's perspectives in the different fields described in the report. The candidates must build a professional project that is coherent with the strategic orientations of the Institute, specifying the scientific objectives and aims, as well as the proposed location, the human and material resources that may be required, and any indications as to the feasibility of the project. They must underline its collective dimension and its forward-looking nature.

The candidate must consider the following aspects and explain them in their research project:

- a problem (issues, objectives, positioning at local (unit), national, European, and even international levels expected)
- practical methods of implementation and "feasibility" of the programme,
- description of the scientific and socio-economic partnership,
- managerial and administrative aspects of the project.

IMPORTANT: the report and the project must be no longer than 15 pages.

➤ A LIST OF PUBLICATIONS AND OTHER DOCUMENTS OR ACCOMPLISHMENTS

This list must illustrate the candidate's work. The candidate will list their academic outputs (publications, communications, reviews) and also establish an accurate list of their teaching, promotion, and transfer activities (publication techniques, invention disclosures and exploitable results, popularization, expert assessments...), as well as coordination of research (level of responsibility in national, European or international projects, research networks, teams, laboratories...).

3 - PUBLICATIONS AND OTHER SCIENTIFIC OUTPUTS

In order to complete and illustrate the list of publications and accomplishments, the candidate must provide a maximum of 10 publications or major outputs.
APPLICATION ASSESSMENT CRITERIA

Considering the nature of the profession of research director and INRA's recruitment policy, fundamental criteria common to all the competitions in the same session are assessed.

➤ PERSONAL WORK AND SCIENTIFIC OUTPUT

The scientific output is assessed according to the field of research and not purely quantitative the number of publications. Significant consideration is given to the quality of the publications, the diversity of the media, innovation, consistency, and the well-documented nature of the articles provided.

Consideration is given to the balanced distribution of the publications in the different sections, again taking into account the applicant's field of research. The inclusion of quality reviews and monographs, as well as invitations to speak at international conferences and congresses, are indicative of a seasoned scientist who has made significant contributions to their field of research.

➤ ABILITY TO DESIGN AND COORDINATE A RESEARCH PROJECT COHERENT WITH THE THEMATIC ORIENTATIONS OF INRA

The projects presented must reflect the thematic orientations of INRA. Having established and successfully implemented new orientations is a clear indication of the candidate's qualities of discernment and dynamism.

It should be emphasized that the best projects are those that have been well-thought out and prepared over a long period in collaboration with fellow researchers. A good project is not built in a month or alone...

The collective dimension must be developed (training young researchers is one of the primary functions of a research director). An RD's project, even if it is individual, must fall within a collective framework and a context corresponding to the priorities of INRA, culminate in assuming responsibilities within this group, and have a collective impact.

➤ CONTRIBUTION TO INNOVATION AND TRANSFER TO ECONOMIC SECTORS AND SOCIETY

The candidate's emphasis on the expectations of society, the potential uses of their results by various socio-economic actors (companies, associations, farmers...), and their involvement in facilitating the promotion of the results when pertinent, are assessed with interest by the selection boards.

This involvement can take different forms: participatory research, diffusion of knowledge to society, collaborative research with partners in the industrial, agricultural or associative sectors, disclosure of inventions and exploitable results, software, co-leadership of a joint laboratory with a socio-economic partner, even business start-ups, etc. The candidate will endeavour to specify their role and relations with the other people involved.

The candidate's involvement in the emergence and establishment of new socio-economic partnerships will also be assessed, whether with new partners (companies, associations, local authorities...) or innovative, open partnerships (living labs, participatory science...).

➤ EXPERT ASSESSMENTS

Candidates who have participated in expert assessments must demonstrate the impact of their work whether it concerns research for the socio-economic sector or other public establishments.
Special consideration will be given to the **thrust of this work, as well as the scientific and political scope of the activities.**

**EXPERIENCE IN SUPERVISING DOCTORAL STUDENTS**

Experience in supervising doctoral students would be a useful asset in preparing for this competition. For French candidates, **holding an HDR (accreditation for supervising research) would be appreciated.**

The supervision of researchers (especially doctoral students) and the resulting scientific outputs are given special attention by the selection boards notably in qualitative terms.

To facilitate this assessment, candidates are recommended to use the candidate presentation form and provide a summary of supervised and joint supervised PhDs. If possible, brief indications regarding the subsequent careers of their doctoral students will serve as a positive indicator of the candidate’s supervisory role and experience.

**COORDINATION OF INTERNATIONAL, EUROPEAN OR NATIONAL PROJECTS OR PROJECTS FUNDED BY THE NATIONAL RESEARCH AGENCY (ANR)**

The selection boards also grant significant importance to the coordination of and participation in **competitive projects** (national, European or international). This criterion is increasingly essential in the evaluation of leadership. Consequently, it would be interesting for the candidate to detail the approach that resulted in them leading or being part of a project, the initial expectations and the results obtained, not only in scientific terms but also specifying in what way the dynamics created by the projects have influenced the scientist’s subsequent reasoning. A clear explanation of the positions held (purely a participant, "work-package" leader, coordinator) is also expected.

International collaborations are still very much underdeveloped, but the candidate is expected to propose to develop the project at international level, based on, for example, the existence of international networks and/or consortia currently being established.

**ESTABLISHMENT AND COORDINATION OF COLLABORATIVE NETWORKS**

The candidate must show that they know the research conducted by researchers at INRA and in other establishments that is likely to be of scientific interest within the context of the implementation of their project. They must show how they will dovetail their project with the research conducted by their colleagues within the Institute, their scientific division or other divisions, and potentially with researchers from other French or foreign establishments.

**THEMATIC AND/OR GEOGRAPHIC MOBILITY**

Increasing importance is being given to mobility (long-term post-doctoral placements, change in laboratory, research topic...) and is very closely examined by the selection board. Other criteria including accreditations to supervise research (HDR) are becoming increasingly common and of a higher standard, but mobility still varies considerably giving increasing weight to this criterion.

Thematic mobility is a genuine change in scientific activity. Long periods in foreign laboratories are an extremely significant advantage.

In the report and the project, the candidate must highlight more particularly any mobility (completed or under consideration) whether thematic, geographic or job-related.
# RECOMMENDATIONS AND POINTS FOR ATTENTION

## Preparation and submission of the application
- Read the guide for applicants
- **Contact a research unit or a division manager** (especially for external candidates)
- **Do not leave it until the last minute to submit your application online**

## Writing the report and the project

### What not to do
- Provide a simple list of activities (coordination of research, supervision, expert assessments, promotion...)
- Present the project in declarative form
- Present the project without clarifying the various components
- Outline the project without situating it within your career path
- Present a report and a project without working on the style

### Recommendations
- Present the additional activities showing why they are coherent with the research work and the career path
- Illustrate, provide examples
- **Present a project that is coherent with the research themes of INRA, in the file as well as in the oral presentation**
- Present your arguments
- **Situate the subject:** identify "rival" or complementary teams to collaborate with at national or European level.
- **Present collaborations to be established or developed** within INRA, at national, European, and international level
- If required by the subject (GMO, cloning, etc.) present the ethical, deontological, and regulatory issues
- **Indicate the resources to be implemented, position the project** with regard to the state of the art, expectations of society, and challenges in terms of public policies or innovation.
- Specify if experiments are likely to require authorizations or approval of the competent authorities
- **The managerial and scientific aspects must be well-balanced**
- Explain if the choice of project corresponds to a continuation of current activities or a new professional orientation
- **If a new professional orientation, convince the selection board** (first articles, contracts, collaborations...)
- Take great care in writing and presenting the file; it must be easy to read, understand, and analyze, as well as comply with the instructions regarding the number of pages
ORGANIZATION OF THE COMPETITION

For candidates applying online, the personal account used to submit your application will no longer be accessible after the submission deadline. You cannot, therefore, view the results. You may follow the progress of the competition (list of eligible candidates, composition of selection boards, dates of shortlisting and final selection phases, results) on the INRA website in French. You must go to the you page consulted when applying (http://jobs.inra.fr/offers/emploi_perm/concours/concours-dr2-sur-projet) and click on the tab "Suivi de la campagne".

CONDITIONS

➡️ AGE

There is no age limit to apply for the grade of 2nd class research director. However, any person over the age of 65 cannot be recruited.

➡️ NATIONALITY

You may apply whatever your nationality. Nevertheless, successful candidates that are not nationals of a European member state will have additional administrative procedures to carry out within the context of their recruitment, which may delay their start date.

➡️ QUALIFICATIONS, DIPLOMAS AND EXPERIENCE

To be eligible to apply for the grade of 2nd class research director candidates must:

1. Have at least 3 years’ experience as a “Chargé de recherché” (decree 83-1260 of 30 December 1983, article 40, paragraph 1).

Candidates has to belong to the French tenured civil service category of “Chargé de recherché” (Research Scientist), with at least 3 years’ experience in this position.

Exceptionally, any research scientist (“Chargé de recherche”) having made significant contributions to research may be eligible to apply subject to being authorized by the establishment’s Scientific Council.

The Scientific Council will review the request for recognition of significant contributions to research on the strength of a written request detailing each element considered as important by the candidate and supported by any relevant scientific materials (publication(s), article(s), review(s), explanatory letter, patent(s), etc.).

The Department of Human Resources and Sustainable Development will assess the applications on the strength of the documents provided by the interested parties and notify candidates of the decision.
2. If they are not research scientists, meet one of the following conditions, as stipulated in the aforementioned decree 83-1260 of 30 December 1983, article 40 paragraph 2:

- hold one of the following qualifications and have 8 years’ experience in a research position after their PhD.
  - University doctorate from an educational institute as stipulated in decree dated 5 July 1984,
  - State or post-graduate doctorate,
  - Diploma from a French school of engineering,
  - Diploma in ondontological studies and research (DERSO),
  - Diploma in human biology studies and research (DERBH),
  - Degree from a foreign university judged equivalent to the above degrees by the competent INRA Specialized Scientific Commission (SSC) for the discipline chosen by the candidate.

- or have proof of qualifications or scientific work judged equivalent to the above degrees by the competent INRA Specialized Scientific Commission (SSC) chosen by the candidate.

In this case, the candidate must submit a "request for equivalence" with the application (cf. page 18).

These application requirements are assessed at the latest by the submission deadline.

Details regarding the years of experience in a research position

Definition of years of experience in a research position

The years of experience in a research position must have been accomplished in a public research establishment or organization or in a public higher education establishment, French or foreign.

If the applicant has accomplished research in another establishment, an equivalence may be granted after approval by the competent INRA Specialized Scientific Commission (SSC) chosen by the candidate.

OTHER CONDITIONS

To be eligible to become a civil servant, candidates must:

- be entitled to their full rights as a citizen,
- never have been convicted of charges incompatible with executions of their duties,
- have fulfilled their obligations regarding military service,
- satisfy the conditions of physical fitness required by the staff regulations to perform their duties.
HOW TO APPLY

STEP 1: SELECT A COMPETITION AND CONTACT THE SCIENTIFIC DEPARTMENT OR COMPETITION COORDINATOR

You must submit an application for one or perhaps several competitions selected according to your research topic. It is recommended that you contact the relevant scientific department or the competition coordinator regarding any scientific issues. The contact information is provided in the table below:

<table>
<thead>
<tr>
<th>Competition (number and title)</th>
<th>Scientific discipline</th>
<th>Head of research division</th>
<th>Competition coordinator</th>
<th>Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Competition 1</strong> Agronomy, biology and plant breeding, digital sciences, economics and social sciences</td>
<td>- Environment and agronomy&lt;br&gt;- Biology and plant breeding&lt;br&gt;- Applied mathematics and computer science&lt;br&gt;- Science for action and development&lt;br&gt;- Social science, agriculture and food, rural development and environment</td>
<td>Mr. Philippe Hinsinger <a href="mailto:philippe.hinsinger@inra.fr">philippe.hinsinger@inra.fr</a>&lt;br&gt;Mrs. Carole Caranta <a href="mailto:carole.caranta@inra.fr">carole.caranta@inra.fr</a>&lt;br&gt;Mr. Hervé Monod <a href="mailto:herve.monod@inra.fr">herve.monod@inra.fr</a>&lt;br&gt;Mr Benoit Dedieu <a href="mailto:benoit.dedieu@inra.fr">benoit.dedieu@inra.fr</a>&lt;br&gt;Mr. Alban Thomas <a href="mailto:alban.thomas@inra.fr">alban.thomas@inra.fr</a></td>
<td>Mrs. Corinne Azzouni Phone: +33 (0)142 759 497 <a href="mailto:corinne.azzouni@inra.fr">corinne.azzouni@inra.fr</a></td>
<td>Mrs. Sandrine Jacques Phone: +33 (0)142 759 505 <a href="mailto:sandrine.jacques@inra.fr">sandrine.jacques@inra.fr</a></td>
</tr>
<tr>
<td><strong>Competition 2</strong> Ecology, animal and plant health, animal genetics</td>
<td>- Forest, Grassland, and freshwater ecology&lt;br&gt;- Animal health&lt;br&gt;- Plant health and environment&lt;br&gt;- Animal genetics</td>
<td>Mrs. Catherine Bastien <a href="mailto:catherine.bastien@inra.fr">catherine.bastien@inra.fr</a>&lt;br&gt;Mrs. Muriel Vayssier-Taussat <a href="mailto:muriel.vayssier@inra.fr">muriel.vayssier@inra.fr</a>&lt;br&gt;Mr. Christian Lannou <a href="mailto:christian.lannou@inra.fr">christian.lannou@inra.fr</a>&lt;br&gt;Mrs Edwige Quillet <a href="mailto:edwige.quillet@inra.fr">edwige.quillet@inra.fr</a></td>
<td>Mrs. Patricia Sanchez Phone: +33 (0)142 759 206 <a href="mailto:patricia.sanchez@inra.fr">patricia.sanchez@inra.fr</a></td>
<td></td>
</tr>
<tr>
<td><strong>Competition 3</strong> Food, animal physiology and breeding, microbiology and process engineering</td>
<td>- Human nutrition&lt;br&gt;- Animal physiology and farming systems&lt;br&gt;- Science for Food and Bioproduct Engineering&lt;br&gt;- Microbiology and the food chain</td>
<td>Mr. Jean Dallongeville <a href="mailto:jean.dallongeville@inra.fr">jean.dallongeville@inra.fr</a>&lt;br&gt;Mrs. Françoise Médale <a href="mailto:francoise.medale@inra.fr">francoise.medale@inra.fr</a>&lt;br&gt;Mr. Michael O'Donohue <a href="mailto:michael.odonohue@inra.fr">michael.odonohue@inra.fr</a>&lt;br&gt;Mrs. Sylvie Dequin <a href="mailto:sylvie.dequin@inra.fr">sylvie.dequin@inra.fr</a></td>
<td>Mrs. Monique Axelos Phone: +33 (0)142 759 505</td>
<td></td>
</tr>
</tbody>
</table>

When applying, candidates that are not research scientists must choose a unit where they wish to work if their application is successful. INRA strongly recommends you contact the unit director before submitting your application. The laboratory directory is available on the INRA website (http://institut.inra.fr/en/infos/annuaire/78) Candidates that are research scientists at INRA must indicate their current unit.
STEP 2: COMPLETE THE SCIENTIFIC SECTION

Candidates must strictly comply with the instructions provided to compile the scientific package. Each document must be saved in PDF format. The scientific package must only contain the files requested (presentation form, report, and work). The document names must comply with the examples given: your name.publications.pdf, your name.report.pdf. No accents, spaces or punctuation marks must be added.

The applicants must not add any additional documents to their application. They must not submit letters of recommendation or references as they will not be given to the selection board.

In the section "preparing your application", the candidate will find all the relevant information regarding the expectations of the selection board, the assessment criteria, and some recommendations. The candidates must read this information very carefully before completing the scientific package.

The scientific package must include 3 documents.

- **Document no. 1**
  
  **Candidate presentation form**
  
  To be saved in PDF format under "your name.form.pdf"
  
  The candidate must use the template annexed to the present guide. Available for download.

- **Document no. 2**
  
  **A scientific report**
  
  To be saved in PDF format entitled "your name.report.pdf" and including:
  
  1 - A curriculum vitae
  2 - A report
  3 - A project
  4 - A list of publications and other accomplishments

- **Document no. 3**
  
  **Publications and other accomplishments**
  
  A maximum of 10 publications (full versions) or other documents to be saved as a single PDF file entitled "your name.publications.pdf"
STEP 3: PREPARE THE ADMINISTRATIVE DOCUMENTS

The documents

According to your situation, you must provide the following documents:

- The required diploma and a translation if necessary
- Certificates or contracts for the years of work specifying the employer, position, and start and end dates
- Documents supporting your request for equivalence (diploma, work, years of experience)
- If necessary, the supporting documents for a request for recognition of significant contributions to research
- If necessary, the supporting documents for a request for special arrangements or exemption

Supporting documents which are not in French or English must be translated into French or English by a sworn translator. The candidate must submit the supporting documents AND the translations.

Request for equivalence (if necessary)

Candidates must submit a request for equivalence with their application, if necessary. To do so, candidates must fill in the section "request for equivalence" so it can submitted to the competent INRA Specialized Scientific Commission (SSC).

The candidate must, therefore:

Select the Commission in charge of reviewing the request for equivalence. This choice is determined according to your scientific field and qualifications.

List of 12 Specialized Scientific Commissions (SSC):

- AES: Agronomy, animal husbandry, and sylviculture
- BIHASC: Biology of interactions, hosts-pests, symbionts, and commensals
- BPE: Biology of populations and ecosystems
- EGBIP: Ecophysiology, genetics and integrative biology of plants
- GVA: Plant and animal genetics
- MBIA: Mathematics, bioinformatics, and artificial intelligence
- MSA: Microbiology and Food Safety: Biotechnologies, biology of systems, pathogens and pathosystems, ecosystems
- NT: Nutrition and toxicology
- PA: Animal physiology
- SESG: Economics, social and management sciences
- SIAMM: Food, materials, molecular science and engineering for chemistry and energy
- STEA: Earth, water, and atmospheric sciences
Specify on the form the grounds for the request for equivalence and provide the supporting documents requested below.

<table>
<thead>
<tr>
<th>Type of situation</th>
<th>Grounds for request</th>
<th>Supporting documents to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD or equivalent issued by a foreign establishment</td>
<td>Foreign degree</td>
<td>Degree</td>
</tr>
<tr>
<td>Degree of doctor of medicine, pharmacy or veterinary medicine issued by a French or foreign establishment</td>
<td>Scientific work</td>
<td>At least 2 articles published in a peer-reviewed journal</td>
</tr>
<tr>
<td>Degree other than one of the required degrees (see list above)</td>
<td>Scientific work</td>
<td>At least 2 articles published in a peer-reviewed journal + any document justifying scientific work</td>
</tr>
<tr>
<td>Years of experience in a research position not accomplished in a public research establishment or in a public higher education establishment, French or foreign.</td>
<td>Years of experience in a research position</td>
<td>Work certificate(s) or contract(s) specifying the employer, position as well as contract start and end dates</td>
</tr>
<tr>
<td>Less than 8 years’ experience in a research position</td>
<td>Scientific work</td>
<td>At least 2 articles published in a peer-reviewed journal + any other document justifying scientific work</td>
</tr>
</tbody>
</table>

Supporting documents which are not in French or English must be translated into French or English by a sworn translator. The candidate must submit the supporting documents AND the translations.

**STEP 4: REGISTRATION**

You can register for DR2 positions:

- **Either** online via the INRA website by filling in the electronic application and attaching the necessary documents;
- **Or** by completing an application to be submitted on paper

Online applications are recommended. Applying online has several advantages:

- You have no paper documents to send and you have no postage to pay.
- The supporting documents for your application will be sent in electronic format (PDF format).
- You cannot validate your application if the compulsory documents are not attached.
- After validating and submitting your application, you will receive an e-mail confirmation.
- If you notice a mistake before the submission deadline, you can correct your application.
Connection to candidate account
You can access a program accessible until the submission deadline.

→ When you 1st connect, you must create a personal account with a login and password. Please keep your login and password safe, as the department of human resources and sustainable development (DRHDD) will be unable to retrieve this information if you lose them.

→ For subsequent connections, you must use the same path (section “Careers and jobs/Inra is recruiting/Permanent jobs, disability” or http://jobs.inra.fr/en/offers/emploi_perm). Select the campaign of your choice. Do not try and click on "Candidate Area" or "Log in" as they are not operational for permanent jobs.

Filling in your application
You must provide all the information requested in the nine tabs (step 1):
- Statement of intent to apply
- Personal information
- Qualifications and work experience
- Request for equivalence (if necessary)
- Equivalence supplement (if necessary)
- Significant contributions to research (if necessary)
- Scientific package (presentation form, report, publications and other outputs)
- Special arrangements
- Publicity questionnaire

Under the tab « Statement of intent to apply », the candidate will have to choose the research center and the unit where he wishes to be assigned. From January 1st, 2020, the French national institute for agricultural research merge with National research institute of science and technology for environment and agriculture (Irstea). The new establishment will be named French national institute for agriculture, nutrition and environment (Inrae).

You can access each tab in any order. Please save your application regularly. You can access each tab individually at any time before submission. Your online application will be definitively validated in step 2 "validation of my application".

Once you have validated your application, you can no longer change it. If you discover any mistakes or wish to modify your application once submitted, you must withdraw it online. You can then submit a new application.
Please note: you will no longer be able to access your candidate area after the submission deadline. All the information concerning the organization of the competition will be available on the competition page of the INRA website in French, via the tab “Suivi de la campagne”.

Documents to be submitted with your application

To be complete, your application must include all the administrative documents (in PDF Format) necessary to assess the eligibility of your application.

You must also attach the 3 documents (in PDF format) comprising your scientific package.

Option 2: send your application on paper by post or deliver it by hand with the scientific package and administrative documents saved on a CD-ROM or USB flash-drive

➔ 1st part: administrative section

Steps to be followed to complete the administrative section:

In the statement of intent to apply, the candidates must tick the relevant boxes and undertake to provide with their administrative package the documents required to assess the eligibility of their application and/or the supporting documents required for their request(s) for equivalence.

The supporting documents must be sent in PDF format on CD-Rom or USB flash-drive.

Supporting documents which are not in French or English must be translated into French or English by a sworn translator. The candidate must submit the supporting documents AND the translations.

➔ 2nd part: the scientific package ➔ to be sent on a CD-ROM or USB flash-drive

Remark:

You must inform the DRHDD Recruitment Division of any change in your address or telephone number during the competition (concourschercheurs@inra.fr).
STEP 5: SUBMISSION OF THE APPLICATION PACKAGE

➡️ Point for attention for an online application

⚠️ In order to validate and submit the application, you have to:

- download and validate a file giving all administrative information and documents that you have recorded during the step 1,
- fill in the sworn statement.

➡️ The deadlines

You must:

- Either complete and submit your application online by no later than 5 pm (Paris time) on 20th August 2019. After 5 pm, Paris time, the program will no longer be accessible.

To submit your final application, you must fill in the sworn statement in step 2 and click on “submit my application”. You will receive an e-mail confirming the registration of your application.

- Or send your application package postmarked no later than 20th August 2018 (date of dispatch and not date of arrival at INRA) (please refer to decree declaring the recruitment session open on the INRA website: www.inra.fr, section “careers and jobs”) to INRA-DRHDD-Pôle Recrutement, 147 rue de l'Université, 75338 Paris cedex 07.

- Or hand in your application before 5 pm on 20th August 2019 at INRA’s head office reception desk: 147, rue de l’Université, Paris 7ème

Please note: Any application handed in at INRA after 20th August (5 pm) or sent after 20th August (midnight) will be rejected.

➡️ Applications sent by post must bear sufficient postage. Candidates working abroad must ensure customs duties are paid. Any package with insufficient postage will be automatically rejected.

➡️ Applications sent by e-mail will not be accepted.
THE SELECTION BOARD

The selection board verifies that the candidate has the necessary scientific skills and assesses the candidate's accomplishments. The board also assesses the originality and the feasibility of the project presented by the candidate and its compliance with the Institute's scientific orientations.

Chaired by the President of the Institute or his representative, the selection board covers the diversity of disciplines available at INRA for the competition in question. It is composed of at least 8 members, including experts from outside INRA.

THE DIFFERENT PHASES OF THE COMPETITION

ADMINISTRATIVE CONTROL OF THE APPLICATION

The authorization to apply will be the subject of an administrative verification based on the supporting documents provided. The list of candidates eligible to apply will be available on the French website (http://jobs.inra.fr/offers/emploi_perm/concours/concours-dr2-sur-projet).

Each competition then comprises two phases with its own selection board: shortlisting and final selection. Each eligible application is submitted to the preliminary selection board.

SHORTLISTING

During the shortlisting phase, the selection board makes a decision on the strength of the candidate's potential.

Shortlisting on the strength of the applications is extremely selective. The assessment concerns the entire package, including the project and the various research missions. The selection board draws more particularly on the assessment prepared by one or several designated board members. Each designated member focuses on a specific section to facilitate an accurate assessment. The designated members draw up a written report which, if the composition of the selection board changes between the shortlisting and the final selection, will provide the relevant elements of assessment.

You are reminded that being shortlisted does not infer you will later be included on a list of suitable candidates. Indeed, it provides no advantage for any future competitions. Shortlisted candidates who are not selected are strongly encouraged to consolidate their application and reapply.

Non-shortlisted candidates will be informed by e-mail. Shortlisted candidates will be sent notification by e-mail regarding participation in the final selection.
FINAL SELECTION

Notification of candidates

Following the shortlisting stage, the shortlisted candidates will receive notification for the final selection by e-mail and by post.

**Candidates must contact the recruitment division if they have not received notification 3 weeks before the date of the auditions posted on the INRA website.**

The information is available on the INRA website in French dedicated to the competition (http://jobs.inra.fr/offers/emploi_perm/concours/concours-dr2-sur-projet), via the tab “suivi de la campagne”.

**INRA cannot be held liable for candidates not receiving notification.**

The notification sent to the candidates includes all the necessary information and instructions regarding the organization of the interview (presentation, duration, etc.)

NB: INRA provides no contributions to travel or accommodation expenses, except special conditions for candidates working at INRA.

Special arrangements for disabled applicants

Disabled people with an official disability card* participating in civil service recruitment competitions can request special arrangements according to the nature of their disability.

These arrangements only concern the general conditions relating to the organization of the interviews; the content of the latter remains the same for all candidates. For example:

- Personalized assistance of candidates according to their difficulties (mobility, visual or hearing impairment…) by the department organizing the competition.
- Specific arrangements for the interview such as extra time, the assistance of a secretary or voice amplifier, etc.

When submitting an application, candidates concerned must fill in the "request for special arrangements" section for online applications, or fill in form 6 of the administrative file for paper applications. The candidate must enclose a valid official disability card as well as a copy of the medical certificate issued by a certified disability doctor specifying the nature of the arrangements required.

* Recognition of the Maison départementale des personnes handicapées (MDPH) [County Centre for the Disabled] or the Commission des droits et de l’autonomie des personnes handicapées (CDAPH) [Commission for the rights and autonomy of disabled persons], disability card, etc.
The interview: an oral presentation followed by an interview with the selection board

During the final selection phase, the selection board makes a decision on the basis of the candidate’s project.

The selection board only interviews shortlisted candidates. For each candidate, the total interview time is 40 minutes. For the same competition, the duration of the interview will be the same for each candidate. The final selection requires the physical presence of the candidates.

The final selection offers candidates the opportunity to defend their application in relation to the position applied for and to talk in depth with the selection board. The interview is not to clarify the worthiness of the candidates but to rank those whose projects are considered to have the most potential to push the boundaries of scientific knowledge and innovation as well as the most advanced in terms of feasibility. Any particular points regarding the application must be clarified during this interview. The candidate should use this opportunity to defend their project, explain the challenges, objectives, and approaches, position the originality of the project within a national and international scientific context, and highlight the potential contributions to INRA’s mandate. Guidelines regarding the interview are provided with the notifications sent to the candidates.

The oral presentations are generally of very high quality. The use of audiovisual technology has helped significantly improve oral presentations. In general, the strict time limits set by the selection boards to ensure the fairness of the competitions are not an issue for the shortlisted candidates.

The scientific content, the clarity of the strategies, and a well-balanced presentation of the project are essential in differentiating the candidates. A decisive element in the final selection is the candidate’s ability to persuade the cross-disciplinary selection board members, some of whom may have distinctly different scientific backgrounds from those of the candidate. The clarity and care used to present and justify the application are of utmost importance.

The selection board interviews the candidate following the presentation. Listening skills and the pertinence of the answers are assessed. Clear and concise answers are greatly appreciated as they highlight the candidate’s ability to summarize. Furthermore, a considerable number of questions can thus be asked enabling the candidates to emphasize the different facets of their skills.

THE RESULTS

After interviewing the shortlisted candidates, the selection board establishes the main list of successful candidates. When all the positions on offer in the discipline concerned have been filled from the main list, the selection board can establish a secondary list, without limitation.

The president of the Institute can decide to offer a position to a candidate from the secondary list if one of the successful candidates turns down the position or if a job vacancy arises between two competitions.

The selection boards are considered to be the supreme authorities and their debates are confidential; no appeal is possible.

Successful candidates who do not work for INRA must contact their new supervisor in order to agree on a start date. They must then inform the recruitment division of the DRHDD in writing of their acceptance or refusal of the job and, if necessary, the agreed start date.

Successful candidates will be contacted by e-mail and must return the recruitment file duly completed to the Decentralized Research Support Department of their assigned centre.
THE RECRUITMENT

As INRA will become the National research institute for agriculture, nutrition and environment (Inrae), successful applicants will be assigned in a unit of this new institute.

Successful candidates who do not work in the institute must contact their new supervisor in order to agree on a start date. They must then inform the recruitment division of the DRHDD in writing of their acceptance or refusal of the job and, if necessary, the agreed start date.

Successful candidates will be contacted by e-mail and must return the recruitment file duly completed to the Decentralized Research Support Department of their assigned centre.

The president of the Institute can decide to offer a position to a candidate from the secondary list if one of the successful candidates turns down the position or if a job vacancy arises between two competitions.
**CANDIDATE PRESENTATION FORM**

| Candidate: |
| Competition: |

**CAREER PATH**
- Post-doctorates after obtaining PhD
  - In France:
  - In a country other than France:
- International experience (specify country, organization, and duration)
- Other professional experience, if necessary
- Current employer (specify country)

**THEMATIC MOBILITY other than post-doctorate** (specify year and discipline)

**SCIENTIFIC OUTPUT**

<table>
<thead>
<tr>
<th>Information regarding the 5 most significant scientific outputs</th>
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</thead>
<tbody>
<tr>
<td>1 -</td>
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<td>2 -</td>
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<tr>
<td>3 -</td>
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<tr>
<td>4 -</td>
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<tr>
<td>5 -</td>
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</tbody>
</table>
- Peer-reviewed publications, in peer-reviewed journals or open access document bank
  - Number of peer-reviewed primary articles: Number of articles as first or last author:
  - Outstanding publications (e.g. reputation of the journal or conference, number of citations, etc.): Number of reviews:
- Books edited:
- Data papers:

Publications in transfer-oriented journals (to socio-professional actors):

- National and international congresses and symposiums
  - Number of presentations that led to the publication of an abstract or article in the proceedings:
    - Number of invited lectures:

**PARTICIPATION IN AND COORDINATION OF RESEARCH PROJECTS**
- Participation in projects funded by the National Research Agency (ANR)
  - Number of projects:
  - Number of projects coordinated:
- Participation in European projects
  - Number of projects:
  - Number of projects coordinated:
  - Number of work packages (WP) managed:
- Other projects (indicate number of projects and list the co-funders)
  - Number of projects:
  - Number of projects coordinated:

**JOINT RESEARCH COORDINATION**
- In charge of coordinating scientific networks (national, European), specify which and the
partners:
- In charge of team, platform, anchor projects within the unit (specify number of full-time and temporary staff)
- Administration of research structures (laboratories, platforms...), specify size of structure

<table>
<thead>
<tr>
<th>TEACHING AND PROMOTION</th>
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</thead>
<tbody>
<tr>
<td>Higher education</td>
<td>Date HDR obtained (for French candidates):</td>
<td>Number of doctoral students supervised:</td>
</tr>
<tr>
<td></td>
<td>Number of courses or lessons given (specify which and how many hours):</td>
<td></td>
</tr>
<tr>
<td>Transfer and expert assessments</td>
<td>Number of disclosures of inventions and exploitable results filed:</td>
<td>Number of patents, software, PVPC:</td>
</tr>
<tr>
<td></td>
<td>Number of coordinated scientific expert assessments:</td>
<td>Number of participations (co-author) in collective scientific expert assessments:</td>
</tr>
</tbody>
</table>