

Research unit

Guide for the writing of a self-assessment document

EVALUATION CAMPAIGN 2019-2020 GROUP A

The self-assessment folder submitted by the research units is composed of three documents, two Excel files « Current contract data » and « Next contract data », and the self-assessment document, which includes the analysis of the last period and the scientific strategy proposed for the period to come (most of administrative parts of the two Excel files are in French).

This self-assessment document will be completed by four annexes (letter of commitment by the director of the unit, functional organisation chart, list of equipments and platforms (if relevant), and at last scientific production and activities).

You will find below advices on how to complete the application.

Type of project

The self-assessment document can be organized according to the type of project:

- Identical renewal with one or several teams.
- Renewal with internal restructuring: the scientific report will be structured according to the existing teams and the project will affect the new teams.
- Merger of several research units: the document will successively present the results of the merging units before presenting the joint scientific strategy considered for the coming period.
- Split of a research unit (departure of several teams): each future unit will complete a separate document. The teams of the new unit will make the assessment.
- Creation ex nihilo: the unit is created from a merging of people, so no assessment of team or unit will be presented. The evaluation will mostly be made on report.

The paragraph related to the presentation of the research unit should clearly explain the history and developments planned (structuring in the last years and proposal for the future contract).

Period covered by the evaluation

The results and self-assessment of the research unit will be presented for the period from January 1st, 2014 to June 30th, 2019, ie five and a half years (or since the creation of the research unit, if it took place after January 1st, 2014). The project and the 5-year strategy affect the period beginning on January 1st, 2021.

Research unit evaluation frame of reference

[The research unit evaluation frame of reference](#), which specifies the evaluation criteria, observable facts and quality indications, can be downloaded from the Hcéres website.

It now goes along with the « Guides d'évaluation des produits et des activités de recherche », produced by disciplinary subfields.

[These Guides](#) can be downloaded from the Hcéres website.

Document size

The self-assessment file, including the PDF self-assessment document and the 2 Excel files, should not exceed 50 Mo.

The presentation of the self-assessment document will be adapted to the size of the unit. For example, a ten-page presentation will be appropriate for a research unit made up of about fifteen teacher-researchers or researchers, while the size limit for a unit of fifty teacher-researchers or researchers will be about thirty pages, annexes excluded. These figures may be increased by five pages per internal team or per theme for research units that have adopted this method of structuring.

Writing language

The unit can choose to write the self-assessment document in French or English.

Interdisciplinary evaluation

Hcéres has set up a specific procedure for the evaluation of interdisciplinary units.

Interdisciplinary research units are those which associate, in a visible and explicit way, in the list of their domains and disciplines, at least two of the major scientific domains (which intersect SSH-ST, SSH-SVE, ST-SVE, SSH-ST-SVE).

The person in charge of the unit will specify in the box on the 2nd page of the self-assessment document, if the unit falls under this mode of evaluation. It is up to Hcéres to approve this evaluation method.

Clinical research evaluation

The person in charge of a research unit including clinical research will specify it in the box on the 2nd page of the self-assessment document. The self-assessment document will include paragraphs describing the existing links between the units and the clinical structures and the responsibility of the researchers in the local clinical structures.

LAYOUT OF THE APPLICATION

Depending on the organisation of the unit, the self-assessment document will be completed following one of two plans presented below.

RENEWAL OF UNITS

| Single team unit | Multi teams or multi themes unit ¹ |
|--|--|
| <p>Results of the unit</p> <ul style="list-style-type: none"> - Presentation of the unit; - Presentation of the local ecosystem; - Scientific production and activities; - Organisation and life of the unit. <p>Project and strategy for the next five years based on a SWOT analysis;</p> <ul style="list-style-type: none"> - annexes 1-4. | <p>Results of the unit</p> <ul style="list-style-type: none"> - Presentation of the unit; - Presentation of the local ecosystem; - Scientific production and activities; - Organisation and life of the unit. <p>Project and strategy for the next five years based on a SWOT analysis of the whole unit ;</p> <ul style="list-style-type: none"> - annexes 1-4. <p>For each team or theme : Results of the team or theme</p> <ul style="list-style-type: none"> - presentation of the team or theme ; - scientific production and activities of the team or theme ; <p>Project and strategy for the next five years of the team or theme based on a SWOT analysis of the team or theme;</p> <ul style="list-style-type: none"> -annexe 4 <p><i>(to be repeated for the following teams or themes)</i></p> |

¹ Or axes, hubs...

MERGING / SPLITTING / RESTRUCTURING UNITS EXAMPLE OF MERGING UNITS

| Single team original units | Multi team or themes original units |
|---|---|
| <p>Results of unit 1:</p> <ul style="list-style-type: none"> - Presentation of the unit; - Presentation of the local ecosystem ; - Scientific production and activities ; - Organisation and life of the unit; - Annexes 1-4. <p>Results of unit 2:</p> <ul style="list-style-type: none"> - Presentation of the unit; - Presentation of the local ecosystem ; - Scientific production and activities ; - Organisation and life of the unit ; - Annexes 1-4. <p>Results of unit 3:... :</p> <ul style="list-style-type: none"> - ... <p>Project and strategy of the new structure for the next five years based on a SWOT analysis ;</p> <p><i>If the unit becomes a multi team one For each team or theme:</i></p> <p>Project and strategy for the next five years of the team or theme, based on a SWOT analysis of the team or theme</p> | <p>Results of unit 1:</p> <ul style="list-style-type: none"> - Presentation of the unit; - Presentation of the local ecosystem; - Scientific production and activities ; - Organisation and life of the unit; - Annexes 1-4... <p><i>For each team or theme:</i> Results of the team or theme:</p> <ul style="list-style-type: none"> - presentation of the team or theme; - scientific production and activities of the team or theme; - annexe 4. <p><i>(to be repeated for the following teams or themes)</i></p> <p>No team assessment for the teams leaving the project (the team leaves to go to another unit)</p> <p>Results of unit 2:</p> <ul style="list-style-type: none"> -.... <p>Results of unit 3:</p> <ul style="list-style-type: none"> - ... <p>A team leaving a unit to integrate this project presents its results. The results of the original unit will be included in another self-assessment document.</p> <p>Project and strategy of the new structure for the next five years, based on a SWOT analysis</p> <p><i>For each team or theme in the future configuration :</i></p> <p>Project and strategy for the next five years of the team or theme, based on a SWOT analysis of the team or theme</p> <p><i>(to be repeated for the following teams or themes)</i></p> |