Research Unit

Self-assessment document

**EVALUATION CAMPAIGN 2019-2020**

GROUP A

**The self-assessment file contains, the present document (including Annexes on page 5) as well as two Excel files “**[**Current contract data**](https://www.hceres.fr/sites/default/files/media/downloads/Current_contract_data_Vague%20A_RECH%20UR_29nov.xlsx)**” and “**[**Next contract data**](https://www.hceres.fr/sites/default/files/media/downloads/Next_contract_data_Vague%20A_%20RECH%20UR_%2029nov_0.xlsx)**”. All documents are downloadable on the Hcéres website.**

NB: If needed, you can refer to « [Guide for the writing of a self-assessment document](https://www.hceres.fr/sites/default/files/media/downloads/Guide_writing_self_assessment%20doc_Vague%20A_RECH%20UR_6nov.pdf) » to help you fill in your self-assessment document.

gEnEral INFORMATION

**Name of the unit concerned by the current contract:**

**Name of the unit concerned by the next contract (if different):**

**Acronym of the current contract:**

**Acronym of the next contract (if different):**

**Scientific field (name two fields if interdisciplinary evaluation):**

**Scientific sub-domains (in Hcéres’ nomenclature) in descending order of importance:**

**Director for the current contract:**

**Director (or project leader) for the next contract:**

**Type of application:**

Identical renewal  Fusion, scission, restructuring  *Ex nihilo* creation[[1]](#footnote-1)

**Academic institutions and affiliated organisms:**

List of Institutions and Organisms supervising the Research Unit **for the current and next contract**:

Current contract: ⏐ Next contract:

- … ⏐- …

- … ⏐- …

- … ⏐- …

- … ⏐- …

**Choice of the research unit’s interdisciplinary evaluation (or of one or more in-house teams):**

Yes  No

**Clinical research activities:**

Yes  No

RESULTS

***Text shall be filled in following indications. All parts written in blue will have to be removed afterwards.***

1. **Presentation of the unit (team / theme)**

Introduction

History, localisation of the unit

Structure of the unit (teams or themes)

***A functional organisation chart must feature in the annex 2 (see below p. 5)***

Unit’s workforce and means

***Based on information contained in the Excel files « Current contract data » (tab 3, 6) and « Next contract data » (tab 2), we shall comment on the evolution of workforce and financial means in the unit (teams / themes).***

Scientific policy

***Here, missions, scientific objectives and the research unit’s strategy for the current contract will be specified.***

***Actions taken to implement recommendations received during the previous evaluation will be detailed here.***

***The unit’s activities will be specified here: how creation of knowledge, valorisation activities and support for the community, are divided overall. This activity profile must allow units that are highly targeted research oriented (translational, clinical) to put forward their specificity.***

1. **Presentation of the unit’s research ecosystem**

***Coordination and research structures (division, field of research, Institute, labex, equipex, MSH, etc.) in which the unit is implicated will be presented at site scale. Scientific objectives, obtained resources (technical, HR, funding etc.), and gains for the unit in terms of scientific production, attractiveness, cultural radiance and research value shall be specified.***

***If the unit carries out clinical research, the local clinical research structures (CHU, PSC, CIC, etc.) in interaction with the unit will be listed and the relationship will be specified: research staff responsible for clinical research structures, CHU staff in position of responsibility in the unit or attached to the unit, and collaborations will be listed; mention will be made of joint publications and / or contracts, etc.***

1. **Research products and activities for the unit (team / theme)**

Scientific track record

***The unit (team or theme) will need to establish a comprehensive review of its scientific activity based on figures in appendix 4 and in tab 4 of Excel file « Current contract data ».***

Key events

***This part concerns significant events regarding production of knowledge, interactions with social, economic, cultural and sanitary environment as well as the unit’s implication in training.***

***The unit is also asked, if relevant, to put forward key events related to transversalities between teams or themes.***

***For each event defined as important, the reason shall be explained, in a structural reasoning, of how it is perceived as a key event by bringing arguments that can be epistemological, theoretical, methodological, organisational or didactic.***

***These arguments can also relate to the benefits of research in means of valorisation and transfer.***

***The number of key events will vary according to the size and organisation of the unit. In the case of a unit structured in teams or themes, we shall present the key events for the unit as a whole and for each in-house team or theme. A same key event can appear at both level, unit and in-house team / theme.***

1. **Organisation and life of the unit (team / theme if relevant)**

Steering, life, organisation in the unit

***Based on figures in the Excel file « Current contract data «  (tab 5), we shall describe the means used by the unit in matters of steering (Board of Directors, Laboratory Council, scientific committee, scientific advisory board, etc.), allocation of resources, HR policy, scientific animation, etc.***

***If needed, the list of equipment that were used, platforms, large scientific instruments, computing centers, etc. will be provided in appendix 3 of this document (see below p.5).***

Parity; scientific integrity; health and safety; sustainable development and environmental impacts; intellectual property and business intelligence.

***Based on figures in the Excel file “Current contract data” (tab 5), we shall present measures taken by the unit to promote parity and professional equality between men and women, to respect scientific integrity, answer health and safety rules, regarding sustainable development, intellectual property and economic intelligence.***

Five-Year PROJEcT and STRATegy

***The unit, (team / theme) will make a SWOT analysis, then will present the planed structure for the project, the workforce and the scientific orientations.***

1. **SWOT analysis**

***In perspective of a five-year project, the unit (team / theme) shall list:***

***- its strong points;***

***- needs for improvements;***

***- possibilities brought in by the context / surrounding environment;***

***- risks linked to the context / environment.***

1. **Structure, workforce and scientific orientations**

***For the unit (team / theme), the unit’s structure type (team/theme) will be specified; the workforce, scientific orientations, strategic choices, scientific objectives, means used to mobilise in order to reach these objectives, partnerships, new scientific thematics, etc. will be presented. To fill in this part, it is important to comment on the expected objectives and achievements contained in tab 3 of the « Next contract data » Excel file.***

ANNEXES

**Annex 1:** Letter of commitment

The letter of commitment (see below) signed by the Director of the unit certifies the exactitude of all information contained in the self-assessment document and shall be attached to this document

**Annex 2**: Operational organisation chart

A schematic presentation of the unit’s organisation shall be attached to this document.

**Annex 3**: Equipment, platforms

A list of equipment and platforms used by the research unit could be attached to this document.

**Annex 4**: Products and research activities

A list of products and research activities will be established, ranked by category, and shall be attached to this document. For this purpose, please use the template “[Annex 4](https://www.hceres.fr/sites/default/files/media/downloads/Annex_4_Vague%20A_RECH%20UR_9nov_0_0.docx)” downloadable on the Hcéres website.

**Annex 1: Letter of commitment**

Place and date,

I, the undersigned (Name and Surname)…………………………………………........................... Director of the research unit …………………..………………………………………………………………………………..............................  
certify, by the present letter, the exactitude of all data presented in this self-evaluation file, containing the self-evaluation document, and two Excel files named « Current contract data » and « Next contract date ».

Signature

1. Units created *ex* *nihilo* will be evaluated based on a project. [↑](#footnote-ref-1)