Saint Joseph University

Vice-rectorate for research

Proposal to create a research structure

This document specifies the rules for the creation, organization and operation of a new research structure within a USJ institution. "Research structure" means a research center, unit or laboratory as the term "research structure" is defined at the USJ.

Article 1 - Mission:

A new research structure is responsible for the development of one or more research axes with a scientific and / or technological innovation component, particularly:

4.1 To carry out research in a specific scientific field;
4.2 To contribute to the development of research programs in its field of activity;
4.3 To contribute to the development of new scientific and technological knowledge;
4.4 To contribute to training through research (doctoral students, seminar development, conferences, etc.);
4.5 To promote and disseminate the results of their research.

Article 2 - Procedure for creating a research structure:

The creation of a new research structure emanates from teachers-researchers and is suggested by the Dean for approval by the institution Council of the new structure.

The Dean or the Director then transmits the file to the Vice-Rector for Research who suggests it to the agenda of the Research Council after approval by the limited council for decision.

Article 3 - File to be presented by the dean or director of the institution of attachment:

The file for creating a new structure must contain the following elements:

21 A document justifying the originality of the chosen research axes and their place or their insertion in the affiliated institution's research development plan: the programming of the research project in the suggested structure

must be part of the related institution's research program

2.2 The teacher-researchers' CVs who submitted the original proposal

2.3 The list of researchers who will be affiliated to the new structure, specifying their grade, activities and publications.

2.4 The presentation of the premises that will be assigned to the new structure; they must offer the optimal conditions for carrying out the planned research projects.

Article 4- Criteria required:

The new research structure must meet the following criteria:

3.1 The importance of the research activities which will be developed there according to scientific and / or technological needs;
3.2 The sustainability of the scientific and / or technological program;
3.3 The originality of the program and the skills / know-how of the researchers;
3.4 The impact of the expected results on the development of scientific and / or technological knowledge;
3.5 The quality and number (minimum number of teacher-researchers) of human resources available and / or mobilizable;
3.6 The material (equipment) and financial means available or to be provided;
3.7 The scientific production of the new research structure's promoters;
3.8 The new research structure's synergy with the environment.

Article 5: Composition:

The research structure includes:

5-1 : The Teacher-researchers:

They must have a recognized scientific activity, including the regular publication of work related to the strategic themes of the structure in recognized journals.

A distinction must be made between two categories: supervised teacher-researchers and temporary research professors (research associates):

- The graduates are teacher-researchers whose research and teaching activity is at the origin of the creation of the new structure.
- Temporary workers (research associates): their presence is linked to the contribution of specific expertise to the research structure.

No one can be a full member of two laboratories or research structures.

In research structures, teacher-researchers are subject to the following obligations:

- To respect the internal regulations.

- To read the evacuation instructions in case of fire.
- To take note of the specific rules in the laboratory: use of any dangerous substance, material or instrument.
- when it comes to laboratories in the medical and hard sciences, to be aware of and comply with general health and safety instructions, in particular those relating to the use of any dangerous substance, material or instrument

5-2 : The technical and administrative staff:

The technical and administrative staff constitute an essential support for the realization of research projects and the functioning of the research structure.

The technical and administrative staff assigned to a research structure is managed, from an administrative point of view, by the head of the parent institution.

The director of the research structure is responsible for defining the workload of the personnel within the research structure.

5-3 : the doctoral students:

The integration of doctoral students is an added value for the research structure. Doctoral students are subject to the Thesis Charter in force at the University.

They are subject to the same conditions as the other members of the research structure and must comply with the internal regulations.

The doctoral student is placed under the joint authority of his thesis director and the director of the research structure.

5-4 : **the invited post-doctoral researchers:**

At the request of the Dean or the Director, the status and insurance coverage of post-doctoral researchers invited to the research structure will have been fixed by the Human Resources Department before their arrival and specified in a written agreement and signed in two original copies.

Article 6: The director:

6.1 - Designation Mode

The director of the research structure is a managerial teacher-researcher.

He is appointed by the head of the institution attached to the research structure for a renewable term of "three" years. He is ex-officio a member of the Council of the research structure.

6.2 – Skills:

The director of a research structure represents the structure and chairs the structure's board (if there is one). He is responsible for:

a. defining, in coordination with the dean or the director of the related institution, the strategic directions of the structure;
b. coordinating the development of the research project and its realization;
c. writing the research report of the research structure
d. defining the recruitment profiles of the totality of the structure's staff (teacher-researchers, researchers, administrative and technical staff, doctoral students, post-doctoral researchers, visiting researchers)
e. giving his opinion on the projects funding from members of the structure.
f. ensuring the proper distribution of staff tasks on the structure's priority research themes;
g. coordinating the policy for responding to research and development calls for tenders;
h. approving the research contracts executed in the research structure before submitting them to the Dean or the Director for transmission to the Research Council;
i. coordinating internal and external communication policy;
j. applying the procedures and measures relating to the organization and operation of the research structure, health and safety policy;
k. submitting an annual budget estimate to the dean or director of the related institution.

The director of a research structure makes sure that any publication and / or communication relating to the project carried out in the structure is signed according to the USJ signature charter.

Article 7: The deputy director

Depending on the workload and the size of the research structure, the director can suggest to the Dean or the Director of the related institution the appointment of an assistant director.

Article 8: The research structure's Council:

It is possible to create a council for the research structure if the size of the team justifies it. It normally consists of the director, the deputy director, if applicable, as well as two or three members appointed by the Dean or the Director of the related institution, on the proposal of the director of the structure.

The role of the research structure's Council:

The research structure's Council is consulted for:

- the structure's development policy, the definition of its strategic research axes for the four-year programming;
- hosting and monitoring research work by master and doctorate students;

Article 9: Rules of ethics, confidentiality and intellectual property:

The teacher-researchers and doctoral students of a research structure must:

- respect the ethics rules in force at the University (agreement of the ethics committee for any research undertaken at the University, signature of the ethics charter for USJ-CNRS projects)
- sign the research and intellectual property agreement of the USJ.

Article 10: Research structure notebook (laboratory's notebook):

The laboratory notebook is a document of great importance in the functioning of a research structure: it ensures the traceability of research work.

This document must be updated, dated and signed by the researcher or the doctoral student, who notes any manipulation or technique or new idea; it will constitute proof of an invention or the discovery of new knowledge.

The laboratory notebook generally carries the name of the researcher but in some cases the name of the researcher and the project.

It is a confidential document.

This notebook is the property of the University; it legally constitutes proof of any discovery, invention, patent or even new knowledge. (Article 6 of the research and intellectual property agreement)

Article 11: Operating budget:

The research structure depends financially on its home institution. Research projects developed within the structure may also benefit from funding from the Research Council, if they meet the institution's research priorities.

Article 12: Internal rules:

(Pending the development of internal regulations for all the structures of research)

Internal regulations are established for each research structure; it defines the structure's rules of operation on a daily basis: staff costs, permanence, leaves, orders for consumables, maintenance costs, use of material and large equipment.