

2016 CALL FOR POST-DOCTORAL APPLICATIONS

**INED is recruiting two post-doctoral students on two-year contracts
to work at one of its 11 research units**

**The deadline for the call for applications is 16 March 2016 at midday, Paris time
We recommend that you finalise your application at least two business days before the deadline**

Late or incomplete applications will not be considered by the INED-iPOPs committee

If you should have any questions, please contact: info-postdocs@ined.fr

1. INED and the iPOPs laboratory of excellence: training on research through research

The remit of the French Institute for Demographic Studies, INED, is to study populations in France and internationally (www.ined.fr). Employing an open approach to demography, INED draws on a broad range of disciplines including economics, history, geography, sociology, anthropology, biology and epidemiology.

Hosted by INED, the iPOPs (Individuals, Populations, Societies) laboratories of excellence provide training in the population sciences (<http://www.ipops.fr/en/>) with a view to furthering the development of demography as an academic discipline.

INED contributes to training on research and through research by taking on some 50 young researchers (doctoral and postdoctoral students) at its research units. It welcomes these young researchers on the basis of two key principles:

- ***The young researcher is a research professional.*** As such, their activity is remunerated as part of a work contract (providing the right to social security, paid holidays and sick leave). The contract in question may be financed by INED-iPOPs or through external financing managed by INED or externally. Regardless of the funding source, the research must comply with the best practices in the profession (the provision of intermediary documents, regular activity reports, work plans, provisional schedules, budget plans).

- ***The young researcher is in training and their research is part of their professional project.*** As such, they receive personalised support from an INED researcher (see researcher list in the appendix). The mentor researcher supports the young researcher in their research project and assists them in developing and promoting their professional project.

The candidates and their mentors responding to this call for applications undertake to respect the principles and best practices set out in INED's policy on hosting researchers on contract as stipulated in the charter available at the INED website:

http://www.ined.fr/fichier/s_rubrique/98/hosting_researcher_charter_january_2016.en.pdf

2. Call for applications

INED is recruiting two post-doctoral students on two-year contracts. The contracts start on 1 October 2016. They may be of a shorter duration or start at another date on a reasoned request from the applicant and with the agreement of the INED mentor. In any case, the contracts may start no later than February 2017.

The selected post-doctoral students will be hosted at INED (Paris, France) and conduct their research at one of INED's research units.

The proposed research project must tie in with the thematic and methodological focuses of the iPOPs laboratories of excellence (see the website: <http://www.ipops.fr/en/>), namely family dynamics, ageing, social inequality, gender inequality, generational inequality and public policies.

The completion of the research may entail special funding (for example, to finance data collection, partly or entirely). However, the sole objective of this call for applications is the attribution of a work contract, and the selection of an applicant in no way ensures them funding for their research. The applicants and mentors are responsible for obtaining the funding required to carry out the research. The budget required to complete the research must be assessed and presented in the application. The funding possibilities envisioned must be stipulated and rank among the criteria for assessing the feasibility of the project.

The information published during the call for applications and the decisions made relative to it will be published on the INED website at:

<http://www.ined.fr/en/research/post-doc/Call-for-applications/>

The applicants and mentors are urged to pay regular visits to this page, which may be updated during the call for applications period.

3. Conditions of eligibility

The applicant must fulfil the following three criteria:

- Applicants must hold a PhD awarded between 16/03/2011 and 16/03/2016 in a discipline related to the population sciences, including demography, economics, epidemiology, history and sociology.
- Applicants must not have been hosted at INED during their doctoral research for a total period exceeding six months.
- Applicants must have the backing of an INED researcher (see list in appendix), who undertakes to support them throughout their time at INED. Applicants are asked to call on INED researchers directly.

There are no criteria in terms of age or nationality.

4. Mandatory information and documents

All the information and documents required for the application must be in French and/or English.

4.1. Information and documents to be provided by applicants

For the application to be complete, **applicants** are required to:

- a) Enter all the information requested on the call platform (see section 5) in the following tabs: identity, PhD, hosting at INED, research project, INED mentor, other information, submit application. Applicants must fill in all the fields, including a summary of their research project, a description of their funding needs (in addition to salary), and a schedule of the main phases in their research.
- b) Submit all the following documents on the call platform:
 - A curriculum vitae, including a list of published work
 - A cover letter, not exceeding two pages
 - A research project, not exceeding five pages. This document shall necessarily include the following:
 - An account of the issues, objectives and hypotheses of the research from a state-of-the-art standpoint
 - Methodology
 - A work plan, research plan, schedule, and any potential collaborative work. The work plan may include activities to promote the thesis.
 - Bibliography (not exceeding one of the five pages of the research project summary)
 - A doctoral thesis
 - A written report on the defence of the thesis. Applicants having defended their thesis in a university not issuing such reports are to provide written confirmation from their doctoral advisor indicating as such and providing an appraisal of the thesis.
 - A copy of the PhD diploma
 - The applicant's two most significant publications

4.2. Document to be provided by the INED mentor

For the application to be complete, the **INED mentor** is required to:

- Submit their letter of recommendation on the call platform

5. Practical information

The application is to be submitted on an electronic platform, **to the exclusion of any other means of conveyance**.

The applicant must create a user account at the following address:

<https://apolline.enquete.ined.fr/subscribe>

The INED researchers already have a user account (having received the username and password by email when the call was launched). The applicant must indicate the name of the INED mentor in their application so that this last may access the application file.

The applicant and their mentor submit the application at the following address:

<https://apolline.enquete.ined.fr>

The applicant may not access the “Reserved for INED mentor” section. They may only check progress on the file indicated by the researcher.

The INED mentor may access (without modifying) the “Application” section as filled in by the applicant (excluding some information in the “Identity” tab to which the mentor does not have access for reasons of the confidentiality of personal information). Consequently, mentors may check the information submitted by the applicant and ensure the quality and thoroughness of the application.

If they should have any technical difficulties in using the platform, users must send an email to info-postdocs@ined.fr with a precise description (including screen captures, and information on the IT environment used) of the problem in question, where possible at least two business days before the close of the call for applications. No item conveyed by other means or after the close of the call will be considered.

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An application is considered as late if the applicant has not indicated on the call platform that they have submitted their application to the INED-iPOPs committee before the deadline (as evidenced by the platform timestamp). Applications are submitted in the “Application submission” tab on the platform (using the dropdown menu).

An application is considered as incomplete if information or documents are missing from the applicant part or the mentor part (see “Mandatory information and documents” list in section 4).

Recommendations for successful applications:

Applicants are strongly recommended to finalise their applications several days before the deadline consistent with the following schedule:

➡ **No later than two weeks before the deadline**, the applicant and their INED mentor review progress on the application and together determine a schedule aimed at finalising the application several days before the deadline.

➡ **No later than four business days before the deadline**, the applicant finalises all of their part of the application.

➡ **No later than two business days before the deadline**, the INED mentor (1) checks the applicant's part of the application (a PDF-format summary of which is available in "Listings" by clicking on "V" for visualise on the applicant's line) and (2) finalises in its entirety the "INED mentor" part of the application. The applicant then submits their application to the INED-iPOPs committee (via the dropdown menu in the "Application submission" tab). After submitting the application, the file may be modified until the deadline.

Legal, ethical and data-protection aspects:

The personal data provided as part of this call for applications are collected in respect of the French data protection act (INED is registered in the CIL data protection register under No. 2014-CIL-0002). The information submitted on the call platform is used in strict compliance with this declaration.

By submitting their file to the committee, the applicant authorises INED to access the information posted on the platform. However, the team managing the call for applications has the right to access and use the practical information (i.e. title, first name, last name, and the contact details of the applicant and mentor) to contact the applicants and mentors as soon as entered and before the file is submitted. The use of this information is authorised exclusively for the purposes of managing this call for applications.

6. Assessment and contract implementation

The application assessment procedure involves three phases: validity, admissibility and admission.

Validity

This phase consists in verifying that the application complies with the rules issued for this call for applications. No exceptions are accepted.

The team organising the call for applications¹ rules on the validity of the application (review of information to assess eligibility, the respect of submission rules and the submission of all the necessary documents and information). Only those applications deemed as valid are transferred to the INED-iPOPs committee for the admissibility phase.

If an applicant submits several applications on the platform, only the last file submitted will be taken into account; the information in the others will not be considered.

If the assessments carried out during the admissibility and admission phases reveal items that call into question the validity of an application, the application may be declared as non-valid in those phases of the assessment procedure.

Admissibility

¹ The team organising the call for applications includes the INED doctoral and post-doctoral affairs coordinator and the manager of the delegation, the head of INED's legal department, INED's general secretary, the IT engineer responsible for the call platform, and representatives of the INED-iPOPs executive directorate (see footnote 3 below).

The INED-iPOPs committee² is tasked with assessing the applications. All the members of the committee receive all of the valid application files. Two rapporteurs are designated for each file: one from the five elected INED researchers and one from the five individuals external to INED. The committee will convene in early April 2016. After deliberating, it will establish the final list of admissible applicants by order of merit. **The list of admissible applicants is not public and the members of the INED-iPOPs committee are bound by the strictest confidentiality.**

Admission

The representatives of the INED-iPOPs executive directorate³ review the applications judged as admissible by the INED-iPOPs committee. Scheduled to meet in April, they will establish the list of admitted applicants and, possibly, a supplementary list of applicants. The order of the admitted applicants may differ from that of the admissible applicants.

Publication of results and acceptance by the applicants

The list of admitted applicants is published on the call for applications site at:
<http://www.ined.fr/en/research/post-doc/Post-doc-recruitment-results/>

The results are scheduled to be published in the second half of April 2016.

Applicants have four business days from the publication of the results to send a message to info-postdocs@ined.fr indicating that they accept or refuse the contract. The contract must be accepted by the applicants themselves (mentors and unit heads are not authorised to make a commitment in the name of the applicants). Timely responses will enable other applicants, on the supplementary list, to benefit from a contract in the event of refusal. If the applicant fails to reply within the four-day limit, INED reserves the right to propose the contract to another applicant included on the supplementary list.

² The INED-iPOPs committee is presented on the iPOPs website under “Members of the selection and evaluation committee”: <http://www.ipops.fr/en/>

³ The INED-iPOPs executive directorate is presented on the iPOPs website under “Members of the executive directorate”: <http://www.ipops.fr/en/>

Notifying the applicants

For all the applications submitted before the close of the call period, the applicants and their mentors receive a written reply by email in the weeks following the publication of the results (planned send date: May 2016).

If the application is deemed valid, the applicant and the INED mentor will receive a summary drafted by the two rapporteurs of the INED-iPOPs committee reviewing the aspects of the application discussed by the committee.

Implementing the contracts

After accepting the contract, the applicant is called on to provide the necessary information and documents for establishing their contract. INED reserves the right to attribute the contract to another applicant if the applicant does not provide the required documents within four weeks after the applicant accepts the contract. Applicants who have any difficulties finalising their files (for example, foreign applicants) may obtain extensions upon a reasoned request. INED's human resources department (sce-rh@ined.fr) and international affairs department DRIP (drip@ined.fr) may provide assistance to the applicant.



Appendix: List of INED mentor researchers

ATTANE Isabelle	KESZTENBAUM Lionel
BEAUCHEMIN Cris	KHLAT Myriam
BELLIS Gil	LALLEMANT-LE COEUR Sophie
BLUM Alain	LAMBERT Anne
BONNET Carole	LELIEVRE Eva
BONNEUIL Noël	LETURCQ Marion
BONVALET Catherine	MAZUY Magali
BOZON Michel	MESLE France
BROUARD Nicolas	OUELLETTE Nadine
CAHEN Fabrice	PAILHE Ariane
CAMARDA Carlo-Giovanni	PANICO-ARMITAGE Lidia
CAMBOIS Emmanuelle	PENNEC Sophie
CAYOUILLE-REMBLIERE Joanie	RAULT Wilfried
CONDON Stéphanie	REGNIER-LOILIER Arnaud
DE LA ROCHEBROCHARD Elise	REMILLON Delphine
DESESQUELLES Aline	SEGUY Isabelle
DIETRICH-RAGON Pascale	SIMON Patrick
DUTHE Géraldine	SOLAZ Anne
GAYMU Joëlle	THERE Christine
GOLAZ Valérie	THIERRY Xavier
GUERIN-PACE France	TOULEMON Laurent
HAMEL Christelle	TRABUT Loïc
HERAN François	TRACHMAN Mathieu
HERTRICH Véronique	