

Research project preparation and management handbook

General Secretariat for Research - Gustave Roussy

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Foreword

The majority of research funding comes from external financial resources, i.e. grants or research contracts awarded by public funding agencies or private funders (charities), usually in response to competitive calls for proposals.

The General Secretariat for Research made up of various support offices, assists Gustave Roussy's research teams in the preparation of applications for competitive calls for proposals, and assists funded projects in their management.

Do you require funding for a new project?

Have you already identified a call for proposals?

Would you like to coordinate a collaborative project or get involved as a partner?

This handbook is designed to help you get the most out of your project, from the initial idea to its launch and follow-up.

For more personalized help, please contact the [General Secretariat for Research](#).

From May 2024, a comprehensive new procedure will be in place for the preparation and validation of academic translational and exploratory research projects before their submission to funders.

Its objectives are to:

- Advising project leaders to increase their chances of success
- Validate budget items
- Check that projects are in line with Gustave Roussy's research strategy
- Secure internal signature circuits
- Automatically feed Gustave Roussy's research observatory

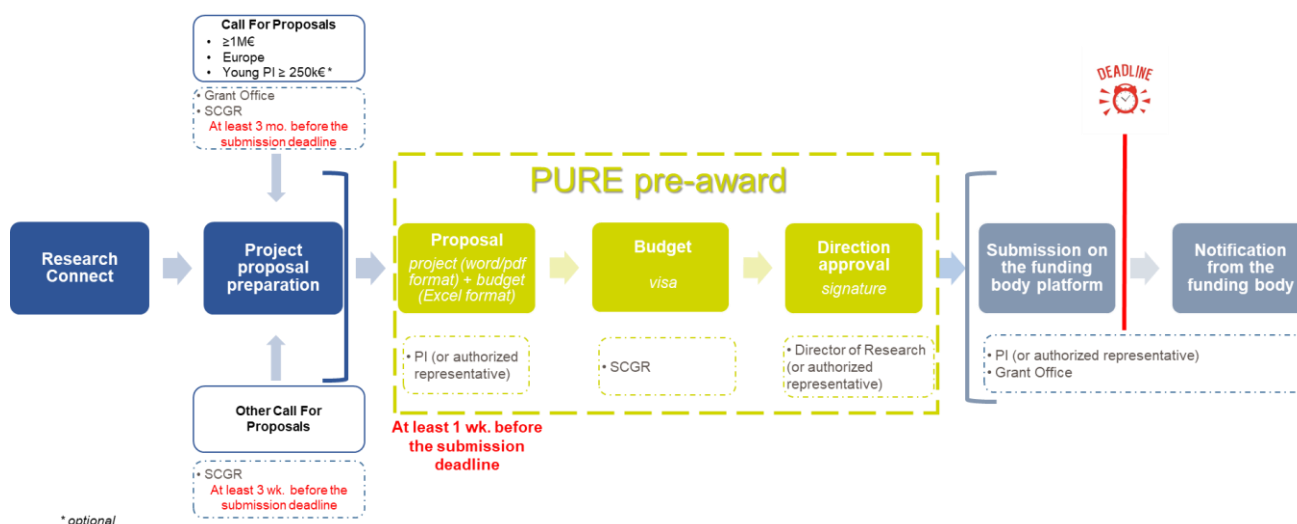
**This is a simple but MANDATORY process for all projects
to be managed by Gustave Roussy.**

Nota Bene

- Clinical research projects are supported by the Clinical Research Division.
↪ [Direction Recherche Clinique - Bureau Projets & Promotion](#)
- The establishment of industrial contracts is supported by Gustave Roussy Transfert, Gustave Roussy's subsidiary devoted to the development and technology transfer.
✉ transfert@gustaveroussy.fr
- Projects managed by other supervisory bodies (Inserm, CNRS, or Université Paris-Saclay) are not concerned.

From the proposal preparation to the submission to the funding body

Stages before submitting a project to a funder



1. The search for funding opportunities

To help you identify the best call for proposals suited to your project, the Grant Office makes two tools available to people working at Gustave Roussy.

Research Connect

This online platform is designed to identify, according to keywords (themes, research topics, etc.), all calls for proposals (calls) open at regional, national, and international levels. This tool allows to create alerts to receive all information concerning calls of your interest. Feel free to contact the Grant Office to learn how to use the tool (e.g. to create distribution groups, to fine-tune your alerts). Training sessions are scheduled twice a year.

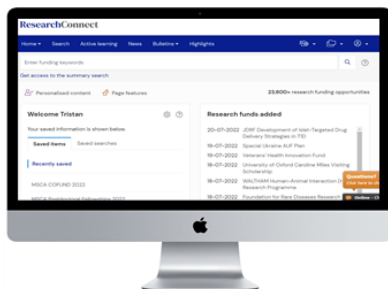
Tracking tool for open calls

The Grant Office keeps a broad watch on the calls of interest to Gustave Roussy researchers and provides a follow-up spreadsheet. This file is updated at the beginning of each month and available at any time on [the Grant Office intranet page](#).

The Grant Office regularly publishes calls of interest, either widely in La Boucle, or directly to researchers. **Be on the lookout for announcements of new calls for proposals and anticipate your applications as early as possible!**

Feel free to contact the [Grant Office](#) to identify the best call for proposals for your project.

ResearchConnect



search.myresearchconnect.com



[Intranet - Recherche - Grant Office](#)

2. Grant Office assistance in setting up project proposals

All applications concerning a Europe call for proposals, or requests for funding over €1 million, must be sent directly to the Grant Office, for a joint analysis of your needs, at least 3 months before the submission deadline.

The Grant Office will contact the other teams of the General Secretariat for Research, including to set up the budget.

✉ grant_office@gustaveroussy.fr

3. Assistance in setting up projects not supported by the Grant Office

This handbook provides you with several administrative and financial information to prepare your application.

i. Administrative part

• Information about Gustave Roussy

Full name of entity	Gustave Roussy
Acronym	Gustave Roussy
Category/organization	Health Care Institution
Legal form	Établissement de Santé Privé d'Intérêt Collectif (ESPIC)* (Private health institution of public interest)
Postal address	39 rue Camille Desmoulins, 94805 VILLEJUIF Cedex, France
SIRET	77574110100031
SIREN	775741101
NAF or APE code	8610Z
VAT number	FR91775741101
PIC**	999454924

*Despite its private status, Gustave Roussy is considered "public" in the academic sense by the French Ministry of Higher Education and Research (MESR).

**PIC: Participant Identification Code, a unique identifier for the Gustave Roussy legal entity required to register a project in European funding programs.

• Administrative and legal responsibilities

Person legally responsible: within Gustave Roussy, the **only persons authorized to commit the establishment contractually** and thus **to sign a contract** with a funding body are:

- Fabrice BARLESI, Chief Executive Officer (PA: Julie Florance ☎ 01.42.11.40.16)

and by delegation of the CEO,

- Fabrice ANDRE, Director of Research (PA: Cécile Tableau ☎ 01.42.11.61.59)

Administrative and financial manager: (to be indicated when submitting your project proposal)

- Elise SARRY, Head of financial management
✉ contact-scgr@gustaveroussy.fr

- **Information for joint research units and hosted research teams**

JOINT RESEARCH UNITS	RNSR* CODE
Inserm U981 - Fabrice ANDRE	201019142T
Inserm U1015 - Laurence ZITVOGEL	200616463Y
Inserm U1030 - Eric DEUTSCH	201119662D
Inserm U1170 - Olivier BERNARD	201521295L
Inserm U1186 - Fathia MAMI-CHOUAIB	200616424F
Inserm U1279 - Guillaume MONTAGNAC	202023571N
Inserm U1287 - Françoise PORTEU	202023574S
CNRS UMR 9018 - Catherine BRENNER	202023525N
CNRS UMR 9019 - Patricia KANNOUCHE	201019020K
CNRS UMR 9196 - Anne DUPRESSOIR	201521697Y

HOSTED RESEARCH TEAMS	
Inserm U1018 (CESP) - Bruno FALISSARD	201019083D
CNRS UMR U8081 / Inserm U1281 - Vincent LEBON	202023520H

JOINT SERVICE UNIT (science technology platforms)	
CNRS UMS 3655 / Inserm US 23 (AMMICA) - Jean-Yves SCOAZEC	201420837T

*The RNSR code (Répertoire National des Structures de Recherche) is requested when submitting a project to the ANR.

ii. Financial part

Making a budget that is consistent with your project proposal is one of the selection criteria used by expertise committees of funding bodies. It is therefore essential to carefully work on the financial part of your project proposal.

Below you will find information to prepare a realistic provisional budget, by major category of eligible costs. They should be adapted according to the financial rules of each funding body and each call for proposals.

- **Personnel costs: research salary scales**

The table below represents the average gross annual salary for a fixed-term contract (including all bonuses and charges) for the main categories of Gustave Roussy research employees. It is provided as an indication for 2025 but does not constitute a precise estimate of the salaries to be included in your application, which must be adjusted to the precise situation of the staff involved in your project.

		Juniors <5 years €/year	Seniors >5 years €/year
Research profile	Project Manager	75000	78000
	Data Scientist, Biostatistician, Bioinformatician	70000-75000	73000-78000
	Engineer	66000-75000	69000-78000
	Post-doctoral fellow	75000	82000
	PhD student*	40920*	
	Research technician	54000-60000	62000
Clinical profile	Clinical Research Associate	62000-66000	64000-68000
	Data Manager	62000-66000	64000-68000
	Clinical study technician	52000	54000

* Université Paris-Saclay employer. Please note that a revaluation is planned for January 1, 2026.

⚠ Please note that permanent staff costs are rarely eligible (often considered as in-kind contributions). This should be checked in the financial rules of the funding body.

For further information:

- [Salary scale for CNRS permanent employee](#)
- [Salary scale for Inserm permanent employee](#)
- [Salary scale for Inserm contract worker](#)

- **Equipment**

Some funders could cover the cost of equipment acquisition, while others cover the cost of depreciation. This should be checked in the financial regulations proposed by the funding body.

Nota Bene: for any project with equipment acquisition, it is necessary to check whether the space required for the installation of the equipment is available, to include in the application the costs of data storage devices (if relevant due to requested storage), and to establish how the costs of maintaining the equipment can be covered, notably by the funding requested.

✉ Nicolas.DORVAULT@gustaveroussy.fr

✉ Jeanphilippe.LAMARQUE@gustaveroussy.fr

- **Overheads**

The management of funding obtained by Gustave Roussy generates costs that do not fall within the definition of direct scientific costs. To enable the institutions managing these funds to cover such unavoidable expenses, most funders authorize the levying of management fees (or overheads), generally calculated in proportion to the amount of eligible direct costs justified by the project.

When drawing up a project budget, they are added to the estimated direct costs; they do not reduce them.

When authorized by the funder, **these costs must be included in the overall budget of your application at the maximum rate authorized by the funder.**

Contract type	Rate (%)	Calculation basis
European Horizon Europe program	25%	Eligible expenses (excluding subcontracting and internal invoicing costs)
Inserm (MIC, PCSI, MCMP, equipment)	8%	Eligible expenses
ANR AAPG	13.5%	Eligible expenses (excluding environmental costs)
ANR France 2030 (RHU)	20%	Eligible expenses
INCa (PLBIO, PRT-K*, HR-HG...)	8%	Eligible expenses
DGOS PRT-K*	10%	Eligible expenses
BPI France 2030 (I-Demo, Medical Imaging)	40%	Eligible personnel costs
Region (Paris Région PhD)	8%	Operating expenses
Fondation ARC	0%	N/A
Ligue Contre le Cancer	0%	N/A
Industrial contracts and therapeutic trials	10%**	Revenues

*PRT-K = apply the % overhead to each funder (DGOS and INCa).

** to be confirmed depending on the contract.

- **Costs associated with drafting the consortium agreement**

For national collaborative projects, some funding bodies require consortium agreements to be drawn up. Gustave Roussy Transfert is responsible for drafting (or proofreading) these agreements. Drafting costs are generally eligible and must be included in the funding application, as must the cost of reviewing the consortium agreement during the project.

Nota Bene: in the only event of ineligibility, the amount will be paid by Gustave Roussy.

- **Applicable VAT**

Since 2024, VAT is fully recovered for research activities funded by academic or charitable institution contracts and received without tax. **Therefore budgets must be drawn up without VAT.**

For more personalized help in drawing up the budget for your application, please contact the *service contrats et gestion recherche* as early as possible, and at least 3 weeks before the application deadline.

✉ contact-scgr@gustaveroussy.fr

4. Approbation of applications by Gustave Roussy

Finalized applications, together with their **final budgets**, must be submitted to Gustave Roussy for validation via the Pure platform **at least one week before the submission deadline to the funding body**. The submission must be done **exclusively through the account of the project leader¹** (or through the account of the researcher involved in the project when the institute is a partner rather than the coordinator).

**This step is mandatory for any funding application
to be managed by Gustave Roussy.**

🔗 Pure: <https://pure.gustaveroussy.fr/admin>

See the tutorial in [Appendix 2](#) for a step-by-step explanation of how to submit an application on Pure.

*Nota bene: **this step should take no more than 5 minutes**. It will avoid sending successive e-mails to several people (the service *contrats et gestion recherche*, then the *Direction de la recherche*), and will enable to follow the budget validation and signature process.*

5. Submission of the proposal on the funding body's platform

Once the project proposal has been validated by Gustave Roussy, you are responsible for submitting your application to the funding body's platform.

6. Notification

To ensure optimum implementation of awarded projects, **principal investigators are invited to forward the notification of results received from the funding body to the email suivi-recherche@gustaveroussy.fr**. The contract draw-up process with the funding body could immediately be initiated to ensure that the project begins as soon as possible.

¹ Access rights can be delegated upon account creation or later, simply by emailing us at pure@gustaveroussy.fr.

Appendices

Appendix 1: Presentation of the General Secretariat for Research

The General Secretariat for Research (*Secrétariat Général de la Recherche – SGR*) provides assistance in the scientific and administrative management of research. It supports the activities of Gustave Roussy's scientific community by offering various research support offices: contract and research budget management, human resources, IT systems, logistics, health and safety, scientific coordination, grant office, monitoring and evaluation. The SGR implements the decisions taken by the Strategic Research Committee (*Comité Stratégique Recherche - CSR*). It fosters relations between Gustave Roussy's research teams, departments and administrative services, and institutional partners.



• **Service contrats et gestion recherche (SCGR)**

In charge of monitoring all research funding, the team is involved in:

- the validation of budgets when setting up project proposals, whether or not the process is supported by the Grant Office, and for clinical research projects supported by the Clinical Research Division,
- the contract draw-up process with funders and partners in collaboration with the Grant Office,
- the management of funding and the referencing of each grant in the financial tool and in the contracts database,
- the follow-up of funding to support research teams, particularly in terms of eligibility of expenses and budget fungibility in relation to funding bodies, budget validation of personnel expenses, validation of purchase orders and invoices, etc.
- interim and final financial reports to funding bodies, and
- if relevant, responding to auditors mandated by funding bodies, as well as in the context of the annual follow-up by our statutory auditors.

In addition to these activities dedicated to projects, the *service contrats et gestion recherche* monitors the execution of funding from philanthropy, and reports to the Research and General Management Directors, as well as to the Fondation Gustave Roussy.

The *service contrats et gestion recherche* also monitors the invoicing of technology platforms, in particular by ensuring that internal invoicing is charged to project funding by the research teams.

This global monitoring enables us to prepare and manage Gustave Roussy's research budget, and to contribute actively to requests from the institute's governing bodies.

This team is linked to the Financial Affairs Department:

- Elise SARRY, Head of financial management and of the SCGR team,
✉ Elise.SARRY@gustaveroussy.fr ☎ 01.42.11.56.75
- Mamadou BAH, Nadia DAZI et Nabila LOUNAS and, management accountants, assisting with budget and financial reporting,
✉ Mamadou.BAH@gustaveroussy.fr ☎ 01.42.11.53.07
✉ Nadia.DAZI@gustaveroussy.fr ☎ 01.42.11.52.84
✉ Nabila.LOUNAS@gustaveroussy.fr ☎ 01.42.11.63.58
- Audrey MOUROT, management assistant, is in charge of the monitoring for platform invoicing, contract processes with funders and partners, including updating the PHILAE database.
✉ Audrey.MOUROT@gustaveroussy.fr ☎ 01.42.11.62.74

• The Grant Office

To increase the set-up of major institutional research programs, the Grant Office was created at the beginning of 2021 within the SGR. The Grant Office's main missions are:

- monitoring, identifying, and disseminating national, European, and international funding opportunities relevant to Gustave Roussy's research activities;
- support for the administrative, financial, and technical aspects of projects costing over €1M, in collaboration with the SCGR, as well as the engineering of project proposals submitted by researchers;
- to help to negotiate contracts with funding bodies and set up funded projects, in conjunction with collaboration with the SCGR.



Priority given to projects with > 1M€ budgets

The team currently consists of:

- Laura LAUDEN, PhD, Head of the team
✉ Laura.LAUDEN@gustaveroussy.fr ☎ 01.42.11.61.97
- Arnauld FOREST, LEAR (Legal Entity Authorized Representative for Europe)
✉ Arnauld.FOREST@gustaveroussy.fr ☎ 01.42.11.66.04
- Malek KAMMOUN, PhD, project manager
✉ Malek.KAMMOUN@gustaveroussy.fr ☎ 01.42.11.53.96
- Magalie MARTINEAU, PhD, project manager
✉ Magalie.MARTINEAU@gustaveroussy.fr ☎ 01.42.11.56.81

- **The Human Resources research team**

With a team of four people, the human resources service can help estimate salary costs when setting up a project proposal. The team closely works with research teams and plays a part in the actual implementation of the project by setting up a recruitment process for upcoming open positions.

- Catherine GUY, Head of the team
✉ Catherine.GUY@gustaveroussy.fr ☎ 01.42.11.47.16
- Camille BOURGOIN, human resources manager
✉ Camille.BOURGOIN@gustaveroussy.fr ☎ 01.42.11.44.71
- Armelle SEJEAN, recruitment manager
✉ Armelle.SEJEAN@gustaveroussy.fr ☎ 01.42.11.57.30
- Malik BENALOUANE, human resources assistant
✉ Malik.BENALOUANE@gustaveroussy.fr ☎ 01.42.11.66.20

Appendix 2: Pure Current Research Information System tutorial

❖ How do I create a Pure account?

Before logging on for the first time, you must request activation of your account at the generic address pure@gustaveroussy.fr.

❖ How do I connect to PURE?

➡ <https://pure.gustaveroussy.fr/admin>

Login is done through the Gustave Roussy authentication portal.

- Username: your Gustave Roussy email address
- Password: the same password you use for your Gustave Roussy Windows session
-



Se connecter

E-mail, téléphone ou identifiant Skype

[Votre compte n'est pas accessible ?](#)

Retour

Suivant



← @gustaveroussy.fr

Entrez le mot de passe

Mot de passe

[J'ai oublié mon mot de passe](#)

[Utilisez une application à la place](#)

Se connecter

For an optimal experience and full functionality, we highly recommend using the English version of the website.

❖ How do I submit an application to PURE?

The submission must be done **exclusively through the account of the project leader²** (or through the account of the researcher involved in the project when the institute is a partner rather than the coordinator).

1. Open the "Award management" module.



Pure Gustave Roussy

Personal ▾

Award management ▾

Overview >

Applications

Editable

My applications

Ongoing

Awarded

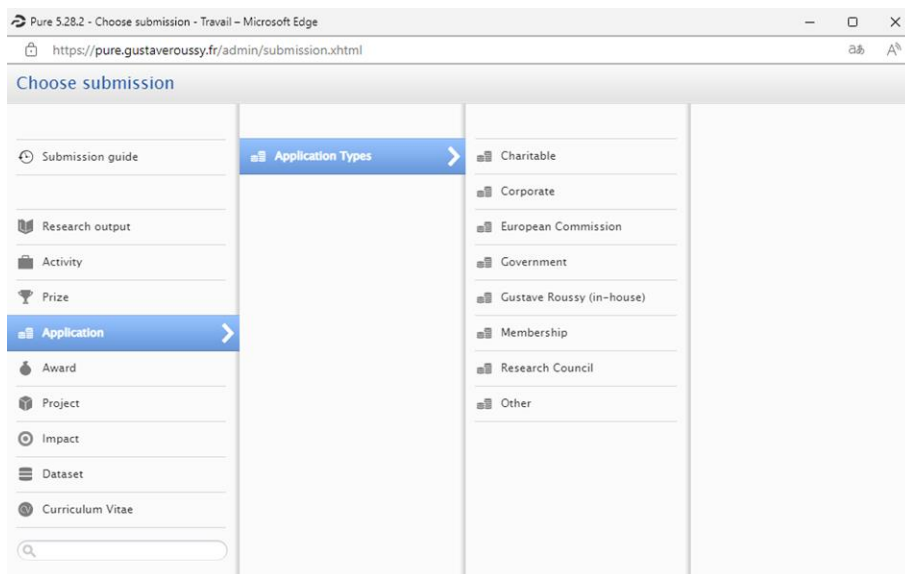
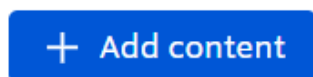
Unsuccessful

Aborted

+ Add new

² Access rights can be delegated upon account creation or later, simply by emailing us at pure@gustaveroussy.fr.

2. Select **"Add new"** in the right-hand taskbar, then **"Add content"**.



3. Choose the source of funding (see table below) and the type of application (letter of intent, proposal, or extension request).


Name	Description	Examples
Charitable	National and international charitable trusts and foundations	Fondation ARC, Ligue contre le cancer, Fondation de France, Fondation pour la Recherche Médicale, Fight Kid Cancers, Imagine for Margo, BCRF, LCRF, Rising Tide Foundation, Anticancer Fund...
Corporate	National and international companies	BMS Foundation, Amgen-POC, Axa Fellowship, MSD Avenir, Sanofi i-Awards,
European Commission	The executive of the European Union	Horizon Europe, Mission Cancer, Mare Skłodowska-Curie Actions, Innovative Health Initiatives, EP PERMED...
Government	Government and its public bodies and agencies	INCa, ANR, BPIFrance....
Gustave Roussy / Fondation Gustave Roussy	In-house call for proposals	
Membership	Independent, professional societies and associations with a membership base of national and global scope	AACR, ESMO, ASCO...
Research Council	Research Councils which are publicly funded and responsible for funding different areas of research	Inserm, CNRS, DGOS...
University	An institution of higher education that provides both undergraduate and postgraduate education and where research is conducted	Université Paris Saclay...

4. Fill in at least the mandatory fields for each application


- Title and acronym

Identification ⓘ


Title *



Short title **Acronym**



Description



IDs

- Gustave Roussy project investigator and the associated research team

Applicants ⓘ

Related funding applicants *



No persons or organisational units associated

Application managed by ⓘ

Managing organisational unit *



- Project coordination

Collaborative partners ⓘ

Collaborative application *

☐ Yes ☒ No

To simplify the process:

- if the project is coordinated by Gustave Roussy, it is not compulsory to enter the partners when submitting the project proposal. You can therefore indicate "no".
- if Gustave Roussy is a partner in the project proposal and is not coordinating it, please specify the coordinating center.

5. Specify the funder, the total amount requested, and the Gustave Roussy financial part.

Add funding

Funding organisation

Funding organisation *

Funding project scheme (research programme)

Financial summary

Financial ☒ Non-financial ☐

Applied amount in applied currency

EUR

Applied amount *

EUR

Split between the collaborative partners

Institutional part

EUR

Institutional contribution

EUR

Institutional FEC


EUR

FEC %

%

6. Upload the latest version of the project proposal ("Application" type - Word or PDF format), the budget ("Cost" type - Excel format) as well as any document to be signed by the Research Director and signed by the other co-signatories ("Appendix" type).

7. To save your request for later completion, click on "**Save**".

Your folder will then be accessible from the "  **Applications**" tab.

Applications	
Editable	1
My applications	1
Ongoing	1
Awarded	0
Unsuccessful	0
Aborted	0

8. To submit your request, click on "**Sent to internal approval**".

The *service contrats et gestion recherche* will have access to your budget for review. After validation, the file will be forwarded directly to the Director of Research for final approval and signature of any administrative documents.