

## Project development checklist

	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
drafting in French and English of the charter of ethics and scientific integrity and dissemination within the laboratories	2; 32	Q3 2023	CEDIS	Charter adopted by the Executive Board Rate of posting in the laboratories Number of online version consultations
Creation on the website of a dedicated space, in French and English, for texts on ethics, professional ethics, and scientific integrity and visibility of UPEC's policy in this matter	2; 10	Q3 2023	CEDIS	Webpage created in French Webpage created in the future English website
Edition of a form for submission to the CEDIS.	2; 32	Q3 2023	CEDIS	Form creation, uploaded to the website
Include a presentation on the challenges of scientific integrity in the welcoming day for new staff.	2; 3	Q4 2023	Research and Valorisation Direction	Broadcast program including a presentation on scientific integrity issues
Include scientific integrity, intellectual property law, plagiarism, and author citation rules in UPEC's training plan.	3; 32	Q4 2023	Human Resources Direction	Training plan including training on scientific integrity and intellectual property issues
Offer training in professional equality.	10; 27	Q4 2023	Human Resources Direction	Training plan including training on professional equality
Inform about the university's scientific strategy in job descriptions.	4; 13	Q4 2023	Human Resources Direction	Existence of a paragraph describing UPEC's strategy in job offers
Implement awareness actions for researchers on data protection, backups, coding, and accompaniment.	7	Q1 2024	DSI	Number of training courses offered, sharing of good practices
Establish an annual information day for laboratory directors on good practices in	4; 8	Q2 2024	Research and Valorisation	Annual event organised, percentage increase in the number

budget management and execution. Integrate a report on the article deposit activity on HAL-UPEC.			Direction	of articles on HAL-UPEC
Formalize a procedure for monitoring the scientific execution of research contracts.	4; 5	Q4 2024	Research and Valorisation Direction	Development of the procedure
Include laboratory validation of the feasibility of implementing research projects (availability of facilities, instrumentation, etc.).	4; 5	Q3 2024	Research and Valorisation Direction	Development of a procedure, satisfaction rate of the researchers interviewed in the online survey
Carry out training for researchers and laboratory directors on rules of management, mission orders, signature delegations, and basics of personnel management. Formalize them in a widely distributed pedagogical guide.	5; 6; 37	Q2 2024	Research and Valorisation Direction	Number of training courses offered, development of teaching guide
Improve the visibility of the recruitment page on the UPEC website and translate it into English.	12; 13	Q3 2023	Human Resources Direction	Number of clicks to access the recruitment page, English translation of the page
Ensure that job descriptions are published at the European level.	13	Q4 2024	Human Resources Direction	Number of UPEC job offers on Euraxess, percentage of job offers translated into English
Publish in French and English on the recruitment page the composition of the selection committees and the list of selected and ranked candidates	13; 15	Q4 2024	Human Resources Direction	Percentage of selection committees published on the website
Establish a reference framework for contracts and remunerations.	13; 21; 26	Q4 2024	Human Resources Direction	Vote on a benchmark by the university governance, number of contracts concluded in accordance with the benchmark
Implement a selection and evaluation of merit process that respects the HRS4R open and transparent recommendations.	14; 16	Q4 2024	Human Resources Direction	Number of recruitments respecting the OTMR principles
Develop a guide on the recruitment process for research contracts, doctoral students, and postdoctoral students for candidates and recruiters.	15	Q4 2024	Research and Valorisation Direction	Edition of the guide Number of recruitments made in accordance with the

				guide
Specify in each job description for research contract the selection criteria, number of positions, and career development perspectives in relation to the scientific manager and the HR Direction.	15	Q4 2024	Research and Valorisation Direction	Number of job offers mentioning selection criteria and development perspectives
Implement the Post Doc contracts and Scientific Mission contracts for research contract recruitment and explore other possible arrangements.	21	Q1 2024	Human Resources Direction	Number of scientific mission contracts and post doc contracts signed
Value the entire career, including mobility experiences.	17; 18	Q4 2024	Human Resources Direction	Development of a jury report guide including the mobility criterion
Inform staff about return possibilities when leaving.	29	Q4 2024	Human Resources Direction	Number of interviews conducted by Human Resources Direction
Draft a charter on good practices to follow in terms of working conditions for research contract staff and remind the employer of their obligations in terms of working hours, leave monitoring, teleworking, and prevention of psychosocial risks.	24	Q4 2024	Human Resources Direction	Development of the Charter
Anticipate contract endings to either renew them or accompany the staff in their career progression and if necessary, republish the job offer.	25; 28	Q4 2024	Research and Valorisation Direction	Number of interviews conducted by Human Resources Direction
Encourage end-of-contract interviews at the laboratory level in connection with CNRS practices.	30	Q4 2024	Human Resources Direction	Number of interviews conducted by the research units
Include a special follow-up of research contract staff in the mobility and career advisor's mission.	28; 30	Q4 2023	Human Resources Direction	Number of interviews conducted by the career counselor
Have the UPEC Executive Board vote on the patent deposit premium.	31	Q3 2023	Research and Valorisation Direction	Existence of the deliberation
Formalize an internal procedure for handling reports of violence.	34	Q4 2023	Legal Direction	Formalisation of the procedure, number of referrals to the Stop

				Violence unit
Establish a systematic training program for mentoring, coaching, and management for new PhDs.	36	Q3 2024	Human Resources Direction	Number of training courses on the subject offered to doctoral students
Identify best practices for supervising newcomers and generalize them.	37	Q4 2023	Research and Valorisation Direction	Description of the good practices identified
Designate a training reference person for each laboratory and integrate their needs into the university's training plan, supporting them in expressing their needs.	38	Q3 2024	Human Resources Direction	Number of training referents designated in the research units, number of requests transmitted to the Human Resources Direction through this channel
Develop a user evaluation system for the training programs implemented, allowing for continuous improvement.	39	Q4 2024	Human Resources Direction	Existence of an evaluation system