

Charter of relations between experimental units and their scientific sponsors

Accessibility of the EU

The EU sets up a system for collecting requests and needs for experimentation, based on shared tools (websites, dedicated software, etc.) or on a direct request to the unit's management.

This system specifies all the modalities necessary for this request (who to contact? when and how to make a request? what deadlines to respect?).

Intention to experiment

When the sponsor plans to set up an experiment, they associate the EU from the project's reflection stage.

The EU specifies the preferred contact person who is in charge of interactions with the sponsor.

According to the modalities provided by the EU, a first framework of the request is carried out jointly:

☐ The EU and the sponsor co-construct the protocol according to the needs expressed by the sponsor. The EU implements, a priori, a set of technical itineraries which constitutes its core competence. Any specific request concerning the technical itineraries must be indicated at this co-construction phase and must, subsequently, be the subject of a written protocol or operating procedure.

☐ They determine the duration of the trial, including for perennial crops

☐ They explain the consideration of regulatory aspects (declarations, technical itineraries, status of plants, biosecurity, prevention of occupational risks, etc.) in accordance with general regulations, the unit's internal regulations, the unit's environmental and health and safety policy. It is reminded that the introduction of any biological material within the unit's facilities is regulated and must be the subject of a specific written request. This is also true for any removal of biological material or soil samples.

☐ They define what each (sponsor and EU) will be in charge of carrying out and consequently the necessary etp to be planned by the EU (permanent and fixed-term contracts to be financed in the project)

☐ On the basis of these elements, they define the a priori budget allocated to the project and in particular to the EU in consultation with the Unit Managers

☐ They define what data will have to be produced, and who will be the manager

☐ They define what valorizations are expected and how the EU will be associated with them

Whenever possible, taking into account the terms of the call for tenders concerned, the sponsor, in consultation with the EU, plans to associate the latter as a project partner. Otherwise, the EU is a service provider.

Based on these elements, the EU assesses the technical feasibility and the possibility of hosting the experiment. It informs the sponsor of its decision, explaining the reasons.

If agreed, it produces a written quote.

The UR examines the offer and informs the EU of the follow-up to be given (submission, project funding agreement).

If the EU is a project partner, it contributes to the drafting of the project for the elements relating to field experiments and the experimental planning for the items concerning it (chronogram).

The EU ensures the traceability of the intentions to experiment received.

Project progress

Project framework

On the basis of the quote made by the EU, and any project constraints (financial and HR in particular), when the project is accepted, the EU and the sponsor organize a meeting to revise, adjust and definitively frame the progress of the project, in particular concerning the following elements:

Management of resources

- ☐ Technical feasibility

- ☐ Calendar

- ☐ Resources implemented: equipment, personnel, plant material

- ☐ Confirmation of the budget

Conduct of the experiment

- ☐ Final experimental design and writing of the final protocol

- ☐ Who does what?

- ☐ Expected cultural conduct: fertilization, irrigation, management of diseases, pests, weeds (possible recourse to alternative methods), specific modalities for perennials (trellising, planting methods, frost control, hail control, etc.)

- ☐ Notations, samples, phenotyping, envirotyping, instrumentations, various observations to be carried out

- ☐ Methods of conservation and sending of samples and plant material

Interactions, communications, valorizations

- ☐ Information exchange methods during the project

- ☐ Who delivers what and when?

- ☐ Restitution formats

- ☐ Participation in valorizations, reports, technical and scientific publications

Data management and analysis:

- ☐ PGD (data management plan) explaining in particular the data management methods and the possibility of the EU carrying out a dataset or a datapaper, possibly jointly with the scientist.

☐ Level of analysis of the results and statistical analyses expected from the EU

All the personnel concerned in the EU are associated with this meeting: the preferred contact person of the EU (DU and/or his delegate), the head of culture, the technicians involved.

At the end of the discussions, the final protocol, the test plan and the project data management plan are established.

It is important to provide a global presentation of the project to the EU agents by the sponsor.

Realization and monitoring of the experiment

Programmed exchanges and possibly a shared traceability system make it possible, during the experiment, to clearly inform on the following subjects:

☐ The date of implementation

☐ The carrying out of technical interventions and observations and notations, including the participation of the UR if necessary

☐ The reporting of curiosities, malfunctions, technical, climatic or sanitary incidents

☐ The progress of the project, with the first results obtained, in particular for perennial crops.

Restitution of results, samples and plant material

The preferred contact person in the EU provides:

☐ The curated and validated data set, possibly processed and analyzed according to the agreements made, on the planned supports (PGD)

☐ The metadata (climatic and soil data) are also returned

☐ An execution report of the experiment (annual, multi-year or at the end of the project, in agreement with the sponsor)

The methods of conservation of samples and plant material are explained and validated and then implemented.

Feedback and restitution of results

The scientific sponsor presents the results to the EU staff. Reciprocally, the EU's interlocutors may be led to present results from the experiments to the partners.

The EU and UR interlocutors jointly provide feedback aimed at analyzing and sharing the positive or negative elements relating to the experiment in order to draw lessons for the continuation of the activities, on the EU side as well as on the UR side. This assessment is part of a process of learning and continuous improvement.

The valorization actions are implemented in accordance with the decisions taken at the beginning of the collaboration.

The EU is cited in the works in accordance with the EU's communication charter.

Rules for the citation of experimental units or their agents in technical or scientific publications

INRAE experimental units (EU) provide research teams with support, in particular technical and methodological, appreciated by the scientific community. However, it is regularly noted that for an equivalent contribution, depending on the partner scientists, an EU may or may not be cited in the acknowledgements, that its agents may or may not appear in the list of authors of a publication in the broad sense (article, poster, report...).

The ambition of this document is to harmonize practices in this area which have a non-neutral effect on both the readability of the EU and the feeling of recognition of its agents. We therefore propose 5 rules:

1. Any scientist calling on the EU for the installation or monitoring of a device or a network, for the supply of biological material or data, undertakes to systematically mention the EU in the publications - in the material & method section and in the acknowledgements section - by naming it and including its DOI by explaining its contribution to the installation of the device / to the monitoring of the trial / to the production of data / to the supply of data / to the supply of biological material / to the methodological development of the protocol, ...

This citation does not prevent the nominative thanking of certain EU agents who would have had a more targeted contribution in this context. The DUE and the sponsor decide together which agent(s) should be mentioned as author(s) according to the contribution of the agent(s) but also within the framework of a logic and a coherence of the unit.

2. When the contribution of one or more EU agents exceeds the previous framework (for example, significant participation in the development of the protocol at the origin of the publication, development of a new methodology, pre-processing or statistical analysis, production, supply or interpretation of data, writing of certain elements of the publication), in addition to the citation of the EU in the material and methods and the acknowledgements, the first author of the publication undertakes to position the EU agent or agents as co-author(s) in the order generally accepted by the scientific discipline, the journal or current practice.

3. The author undertakes, at the time of the final release of the publication, to provide a reprint of the publication in paper or electronic format to the EU secretariat and to any co-authoring agents.

4. The first author (or any other author, whatever their rank, if applicable) undertakes to indicate in the bibliographic reference databases in the ad hoc fields the contribution of the EU and its DOI.

5. The EU must also be mentioned in any other type of valorization, such as in the case of a patent filed for which the experiment set up in the EU has had a decisive effect, or the realization of an oral presentation, a poster, a film or any other media support, including social networks.

To be completed when setting up a plot or reallocating an experimental plot in perennial crops:

Title of the trial:

Expected results in terms of publications, memoirs, valorization:

Proposed mentions in publications for the EU:

Material and method ☐

Acknowledgements ☐

Co-authors ☐ Minimum number of co-authors for the EU:

Other planned valorizations and proposed EU mentions:

- Valorization:

Mention of the EU:

- Valorization:

Mention of the EU:

- Valorization:

Mention of the EU:

Signature of the scientific manager sponsor Signature of the director of the EU