APPLICANT CHECKLIST FOR EAACI QUALITY CENTRES
GENERAL TOPICS

The current document summarises the steps that need to be followed before online submission.

1)	EAACI webpage on Quality Centres was reviewed for obtaining necessary information for the application process.
2)	The document of "Instructions of EAACI Quality Centres" was reviewed for general information.
3)	The relevant documents on Standards (ie: Standards for EAACI Centre Of Excellence (ECE); Standards for Advanced Research Centre (ARC) and Clinical Centres) related to the individual application type were reviewed.
3)	Based on decision and eligibility for the application to a centre category; a Word file report was prepared, including all necessary information related to cover each basic standard of the Quality Centre application type.
4)	After providing the necessary evidence, the checklist specific to the desired Quality Centre category was reviewed.
5)	The evidence indicated in the evidence box for each basic standard (exists in standards and checklist documents) was uploaded in digital format (jpeg images or electronic documents such as word files or pdf). The centres can upload additional evidence to support their eligibility and competency.
6)	The digital evidence should be numbered based on sections (ie: section 1.1 ….). All digital documents can be presented in one pdf document with relevant explanation and numbering. (The digital evidence can be in the centre's native language).
7)	The information on "the area for improvement" can be provided if the centre has data on it. Relevant evidence will be uploaded in digital form (please see above). If not, "area for improvement" is not mandatory in the first application.
9)	Application form was filled and signed.
8)	Application form, report and files related to digital evidence were uploaded to webpage by using "Apply now" button.

Following your submission, you will receive a confirmation email. Should any part of your application be incomplete or require revision, you will be contacted via email with a request for corrections. Once the necessary amendments have been made, the centre may resubmit its application. For full details of this process, please refer to the "Instructions for the Quality Centres".

EAACI is aware of the diversity in regulations across countries, which may lead to a limitation for covering some of the basic standards. So, if any of the standards are not covered due to local regulations or data protection policy, please first contact the Quality Committee to evaluate the eligibility of your application.

Contact information: info@eaaci.org