

Checklist of the documents requested for the application

EAACI CENTRE OF EXCELLENCE (ECE)

When preparing your application, please ensure that all required documents are compiled according to the checklist and that the necessary supporting evidence is provided in digital format. If certain documents or data cannot be submitted due to local regulations, please include a written explanation in the relevant section.

Quality standard 1: Planning

Standards	Documents required
1.1.AIM AND STRATEGY	<ul style="list-style-type: none"><input type="checkbox"/> A document stating the aim of the centre<input type="checkbox"/> Strategic plan of the centre for patient care, education and basic or clinical/translational research
1.2 REGULATION	<ul style="list-style-type: none"><input type="checkbox"/> Instructions, Standard Operating Procedures (SOP) related to patient care, education and basic or clinical/translational research<input type="checkbox"/> Works and workflows<input type="checkbox"/> Job descriptions and working positions of the staff (for e.g. PhD student, fellowship, etc)<input type="checkbox"/> Documents of the clinical guidelines, SOPs and protocols followed by the centre, including the last review dates<input type="checkbox"/> Reports from quality assurance activities, audits, or clinical practice reviews demonstrating compliance with quality standards

Quality standard 2: Doing

Standards	Documents required
2.1 EAACI Involvement	<ul style="list-style-type: none"><li data-bbox="632 353 1394 454">□ List of team members with their EAACI membership numbers and roles within the centre<li data-bbox="632 488 1394 1193">□ Documents of EAACI involvement<ul style="list-style-type: none"><li data-bbox="727 555 1289 589">○ Contributed guidelines, position papers<li data-bbox="727 622 1394 723">○ Participation in EAACI ExCom, Committees, IGs, WGs, or Sections<li data-bbox="727 757 1394 925">○ Organized EAACI-endorsed scientific events, workshops, or training programs (e.g., event programs, flyers, or official EAACI recognition)<li data-bbox="727 958 1394 1059">○ Mentorship program hosting (e.g., mentor-mentee assignments, program descriptions)<li data-bbox="727 1093 1134 1126">○ Awards provided by EAACI<li data-bbox="727 1160 1070 1193">○ Junior members (JMs)
2.2. Multidisciplinary team	<ul style="list-style-type: none"><li data-bbox="632 1238 1270 1272">□ List of the multidisciplinary staff and their role<li data-bbox="632 1305 1305 1406">□ Notes/minutes of the multidisciplinary meetings, patients discussions and research meetings
2.3. Research	<ul style="list-style-type: none"><li data-bbox="632 1440 1394 1541">□ List of staff members with specializations, degrees and academic qualifications<li data-bbox="632 1574 1206 1608">□ List of technical staff and responsibilities<li data-bbox="632 1641 1254 1675">□ List of the equipment/technologies available<li data-bbox="632 1709 1394 1809">□ Organizational chart of the research team (roles and responsibilities in ongoing research projects)<li data-bbox="632 1843 1254 1877">□ Photo of the equipment, rooms, laboratories<li data-bbox="632 1910 1046 1944">□ List of collaboration facilities

	<ul style="list-style-type: none"> <input type="checkbox"/> Document of participation in clinical trials, registries, including study titles and reference numbers <input type="checkbox"/> List of the active projects and the type of funding <input type="checkbox"/> List of the peer-reviewed published articles on allergy/immunology of the last 5 years (please provide links to abstract/full text manuscripts) <input type="checkbox"/> List of the abstracts presented in congresses (national and international) of the last 5 years <input type="checkbox"/> List of international research collaborations, joint projects with other institutions or centres, and any specific agreements (e.g., Memorandums of Understanding) <input type="checkbox"/> Grant and funding records over the last 5 years <input type="checkbox"/> List of patents <input type="checkbox"/> List of PhD students and technical staff actively engaged in allergy-related research
<p>2.4. Patient Care</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List of dedicated clinical units (outpatient, inpatient, emergency, and immunotherapy units). <input type="checkbox"/> List of patient volume <input type="checkbox"/> List of specialized diagnostic and treatment equipment available (e.g., spirometry, FeNO, challenge testing, allergen immunotherapy, desensitization areas). <input type="checkbox"/> Photos of patient care facilities and equipment <input type="checkbox"/> Documents of clinical protocols, SOPs, and structured workflows <input type="checkbox"/> Documents of the electronic medical record system

	<ul style="list-style-type: none"> <input type="checkbox"/> List of collaborations with patient associations (letters, joint program descriptions) <input type="checkbox"/> Documents of multidisciplinary team meetings and case discussions <input type="checkbox"/> Floor plan or layout of patient care facilities <input type="checkbox"/> Records of joint initiatives, such as awareness campaigns, educational programs, or patient support services <input type="checkbox"/> Examples of patient educational materials (brochures, leaflets, videos) co-created or distributed in collaboration with patient associations <input type="checkbox"/> Documents of workshops, seminars, or community outreach programs involving patient associations <input type="checkbox"/> Evidence of patient satisfaction surveys or feedback mechanisms that include input from patient associations
<p>2.5. Education and faculty/staff development</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum of the program for fellows <input type="checkbox"/> List of designated educational spaces (lecture halls, seminar rooms, simulation labs) <input type="checkbox"/> Photos of educational spaces and training facilities <input type="checkbox"/> Documents of a medical library or online learning resources <input type="checkbox"/> List and descriptions of available training sessions/programs, courses, and workshops <input type="checkbox"/> Records of staff participation in educational activities in the last 5 years

	<ul style="list-style-type: none"> <input type="checkbox"/> Template of evaluation forms used for staff assessments <input type="checkbox"/> List of mentorship programs and assigned mentors/mentees <input type="checkbox"/> Documents of staff participation in EAACI events, international collaborations, or scientific networks <input type="checkbox"/> List of available training sessions related to research methodologies <input type="checkbox"/> Records of staff participation in MsD or PhD training programs
2.6. Archiving and data protection	<ul style="list-style-type: none"> <input type="checkbox"/> Documents on data storage system <input type="checkbox"/> Documents on confidentiality of the data

Quality standard 3: Reviewing

Standards	Documents required
3.1. EVALUATION OF THE CENTER	<ul style="list-style-type: none"> <input type="checkbox"/> Documents of performance and outcomes of the center <input type="checkbox"/> Documents for the follow up criteria for evaluation of the outcomes of the center. <input type="checkbox"/> Reports on these outcomes (the last year)

QUALITY STANDARDS 4: REVISION OF THE PROGRAM

Standards	Documents required
4.1 REVISION OF THE PROGRAM	<ul style="list-style-type: none"> <input type="checkbox"/> The monthly or annual reports on follow up criteria of the last year

	<ul style="list-style-type: none"><li data-bbox="858 197 1396 293">□ The documents on how the center evaluates the outputs<li data-bbox="858 331 1396 427">□ Meeting reports on decision about the evaluation of the center
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