

## Checklist of the Documents Requested for the Application

### EAACI ADVANCED RESEARCH CENTRE

#### Application Guidance Document

This document is intended to assist you in preparing and verifying the evidence required for your application.

Before beginning your application, please carefully review the standards for Advanced Research Centres (ARC) and ensure that your centre meets all the basic (essential) criteria.

If your centre fulfils the basic standards, you are kindly requested to:

- Prepare a brief report explaining how each standard is met,
- Provide supporting evidence in digital format, and
- Complete the application form

Once these components are ready, you may submit your application electronically via the designated webpage to the Quality Committee.

#### Please note the following guidelines:

1. Evidence listed in the corresponding box for each basic standard must be submitted in digital format (e.g. JPEG images, Word documents, or PDFs) and clearly numbered by section (e.g. Section 1.1 – Strategic Plan).
2. All digital materials may be compiled into a single PDF document, provided that appropriate explanations and numbering are included.
3. Centres may also upload additional documentation to further demonstrate their eligibility and competence.
4. While evidence for “Areas for Improvement” is not mandatory, centres that already possess such documentation are welcome to include it in their submission.
5. Supporting evidence may be submitted in the centre’s native language.

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.

*Please do not hesitate to contact with us for any questions.*

**Contact information:** [info@eaaci.org](mailto:info@eaaci.org)

## DOCUMENT (EVIDENCE) CHECKLIST

### QUALITY STANDARDS 1: PLANNING

Standards	Documents required
<b>1.1.AIM AND STRATEGY</b>	<input type="checkbox"/> A statement of the centre about their aim <input type="checkbox"/> Strategic plan of the centre and/or description of education and basic or clinical/translational research
<b>1.2 REGULATION</b>	<input type="checkbox"/> Organizational Chart (Organigram) <input type="checkbox"/> Code of conduct/Ethics policy <input type="checkbox"/> A statement about guidelines/SOPs existing and list of those related to biosafety, workplace safety, general laboratory procedures and data management <input type="checkbox"/> Relevant instructions, SOP <input type="checkbox"/> Works and Workflows

	<input type="checkbox"/> Job descriptions of the staff working in the centre as well as position types (PhD students, etc...)
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## QUALITY STANDARDS 2: DOING

Standards	Documents required
<b>2.1 EAACI Involvement</b>	<input type="checkbox"/> List of the team members with their EAACI membership numbers and roles within the centre Documentation of EAACI involvement, such as: <b>(having at least two of the below)</b> <input type="checkbox"/> Copies or references to guidelines and position papers where the centre's members have contributed <input type="checkbox"/> Proof of participation in EAACI ExCom, Committees, IGs, WGs, or Sections (e.g., meeting minutes, membership confirmations) <input type="checkbox"/> Evidence of organized EAACI-endorsed scientific events, workshops, or training programs (e.g., event programs, flyers, or official EAACI recognition) <input type="checkbox"/> Confirmation of mentorship program hosting (e.g., mentor-mentee assignments, program descriptions) <input type="checkbox"/> List of awards provided by EAACI received by the centre's researchers <input type="checkbox"/> Documentation of junior members (JMs)
<b>2.2. Multidisciplinary team</b>	<input type="checkbox"/> List of the multidisciplinary staff and their role <input type="checkbox"/> Notes/minutes of the multidisciplinary meetings, patients' discussions and meetings
<b>2.3. Research</b>	<input type="checkbox"/> List of staff members with specializations, their degrees and academic qualifications <input type="checkbox"/> List of the equipment/technologies available in the research centre <input type="checkbox"/> List of technical staff and responsibilities <input type="checkbox"/> Organizational chart of the research team, indicating roles and responsibilities in ongoing research projects. <input type="checkbox"/> Pictures of the equipment, rooms, laboratories <input type="checkbox"/> List of collaboration facilities <input type="checkbox"/> Documentation of participation in clinical trials and registries, including study titles and reference numbers <input type="checkbox"/> List of the active projects of the centre and type of funding <input type="checkbox"/> List of the peer-reviewed published articles on allergy/immunology of the last 5 years, providing 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) that show active participation in international networks or consortia <input type="checkbox"/> Grant and funding records demonstrating at least 50,000 Euros in research funding secured over the last five years <input type="checkbox"/> List of patents <input type="checkbox"/> List of PhD students and technical staff actively engaged in allergy-related research <input type="checkbox"/> List of the multidisciplinary staff with confirmation of their role in the centre
<b>2.3.1 Minimum Research Standards</b>	<input type="checkbox"/> At least one member of the unit should have a H-index $\geq 30$ (Web of Science) <input type="checkbox"/> Having at least 10 research articles published in peer reviewed journals in the last 5 years <input type="checkbox"/> Having a budget for research exceeding 200.000 € (grants from university, national institutes, European foundations etc) in the last 5 years <b>AND fulfilling at least 2 of the following criteria</b>

	<input type="checkbox"/> Currently having at least 2 active research projects funded by national or international grants, excluding regional or private foundations <input type="checkbox"/> Having a patent in the last 10 years <input type="checkbox"/> Presenting at least 10 abstracts in allergy and immunology congresses in the last 5 years: 5 of them in national congresses and 5 in EAACI or other international congresses <input type="checkbox"/> Offering or being affiliated with MsD or PhD programs in allergy and immunology or associated fields <input type="checkbox"/> Having a multidisciplinary facility, with faculty members from allergy & immunology and at least two other relevant areas which could include, but are not limited to, biologists, biochemists, bioinformaticians, biotechnology, pharmacy, immunology, pulmonology, dermatology, ENT, pediatrics, or clinical nutrition, ensuring a collaborative environment that facilitates comprehensive research, and education across disciplines or PhD programmes
<b>2.4. Education and faculty/staff development</b>	<input type="checkbox"/> List of designated educational spaces (lecture halls, seminar rooms, simulation labs). <input type="checkbox"/> Pictures of educational spaces and training facilities <input type="checkbox"/> Documentation of access to a medical library or online learning resources <input type="checkbox"/> List and descriptions of available training programs, courses, and workshops <input type="checkbox"/> Records of staff participation in educational activities <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"/> List of staff involved in EAACI committees, working groups, and guideline development <input type="checkbox"/> Documentation 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.
<b>2.6. Archiving / data protection</b>	<input type="checkbox"/> Documents on data storage system <input type="checkbox"/> Documents on confidentiality of the data

### QUALITY STANDARDS 3: REVIEWING

Standards	Documents required
<b>3.1. EVALUATION OF THE CENTRE</b>	<input type="checkbox"/> Documents of performance and outcomes of the centre <input type="checkbox"/> Documents for the follow up criteria for evaluation of the outcomes of the centre <input type="checkbox"/> Reports on these outcomes (from the last year)

### QUALITY STANDARDS 4: REVISION OF THE PROGRAM

Standards	Documents required
<b>4.1 REVISION OF THE PROGRAM</b>	<input type="checkbox"/> The monthly or annual reports on follow up criteria of the last year <input type="checkbox"/> The documents on how the centre evaluates the outputs <input type="checkbox"/> Meeting reports on decision about the evaluation of the centre