Checklist of the Documents Requested for the Application

EAACI CENTRE OF EXCELLENCE (ECE)

This document is prepared for you to check your evidences.

*While preparing your application**, please first read the standards for ECE** and check whether your center fulfills all the basic (essential) standards.*

If you fulfill the **basic criteria**, we kindly ask you to **prepare a report on how you provide the basic standards and support by evidences** related to these **basic standards** in digital format.

Once you prepare your report, digital evidences and fill the application form, then you can submit your application online by web page to the Quality Committee.

Please note that:
1) The evidence indicated in the evidence box for each **basic standards** should be in digital format (jpeg images or electronic documents such as word files or pdf) and should be **numbered based on section** (i.e: section 1.1 strategic plan).
2) All digital documents can be presented in one pdf document if relevant explanation and numbering are used.
3) The centres can upload additional evidence to support their eligibility and competency.
4) The centres are not asked for the existence of evidence related to "Area for improvement" part but, if the center already has evidence for that standard, they can attach this to the document.
5) The digital evidences can be in 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

DOCUMENT (EVIDENCE) CHECKLIST

QUALITY STANDARDS 1: PLANNING

Standards	Documents required
1.1.AIM AND STRATEGY	☐ A document stating the aim of the centre.
	☐ Strategic plan of the centre for patient care, education and research
1.2 REGULATION	☐ Instructions, Standard Operating Procedures (SOP) related to patient care, education and basic or clinical/translational research
	☐ Works and workflows
	☐ Job descriptions and working positions of the staff (for e.g. PhD student, fellowship, etc)
	☐ Documents of the clinical guidelines, SOPs and protocols followed by the centre, including the last review dates
	☐ Reports from quality assurance activities, audits, or clinical practice reviews demonstrating compliance with quality standards

QUALITY STANDARDS 2: DOING

Standards	Documents required
2.1 EAACI Involvement	☐ List of team members with their EAACI membership numbers and roles within the centre Documents of EAACI involvement **(at least 2 of the below)** ☐ Contributed guidelines, position papers ☐ Participation in EAACI ExCom, Committees, IGs, WGs, or Sections ☐ Organized EAACI-endorsed scientific events, workshops, or training programs (e.g., event programs, flyers) ☐ Mentorship program hosting ☐ Awards provided by EAACI ☐ Junior members (JMs)
2.2. Multidisciplinary team	☐ List of the multidisciplinary staff and their role ☐ Notes/minutes of the multidisciplinary meetings, patients discussions and meetings
2.3. Research	☐ List of staff members with specializations, degrees and academic qualifications ☐ List of technical staff and responsibilities ☐ List of the equipment/technologies available ☐ Organizational chart of the research team (roles and responsibilities in ongoing research projects) ☐ Photo of the equipment's, rooms, laboratories ☐ List of collaboration facilities ☐ Document of participation in clinical trials, registries, including study titles and reference numbers ☐ List of the active projects and the type of funding ☐ List of the peer-reviewed published articles on allergy/immunology of the last 5 years (please provide links to abstract/full text manuscripts) ☐ List of the abstracts presented in congresses (national and international) of the last 5 years ☐ List of international research collaborations, joint projects with other institutions or centres, and any specific agreements (e.g., Memorandums of Understanding) ☐ Grant and funding records over the last 5 years ☐ List of the patents ☐ List of PhD students and technical staff actively engaged in allergy-related research
2.3.1 Minimum Research Standards	**Obligatory:** ☐ At least one member of the unit should have a H-index ≥30 (Web of Science) ☐ Having at least 10 research articles published in peer reviewed journals in the last 5 years, at least 4 four of them being translational studies. **AND fulfilling at least 3 of the following criteria:** ☐ Having a budget for research exceeding 200.000 € (grants from university, national institutes, european foundations etc) in the last 5 years. ☐ Currently having at least 2 active research projects funded by national or international grants, excluding regional or private foundations. ☐ Participation in clinical trials or registries (at least 3 in the last 5 years). ☐ Having a patent in the last 10 years. ☐ Presenting at least 15 abstracts in allergy and immunology congresses in the last 5

	years: 10 of them in national congresses and 5 in EAACI or other international congresses.
	☐ Offering or being affiliated with MsD or PhD programs in allergy and immunology or associated fields.
2.4. Patient Care	☐ List of dedicated clinical units (outpatient, inpatient, emergency, and immunotherapy units).
	☐ List of patient volume
	☐ List of specialized diagnostic and treatment equipment available (e.g., spirometry, FeNO, challenge testing, allergen immunotherapy, desensitization areas).
	☐ Photos of patient care facilities and equipment
	☐ Documents of clinical protocols, SOPs, and structured workflows
	☐ Documents of the electronic medical record system
	☐ List of collaborations with patient associations (letters, joint program descriptions)
	☐ Documents of multidisciplinary team meetings and case discussions
	☐ Floor plan or layout of patient care facilities
	☐ Records of joint initiatives, such as awareness campaigns, educational programs, or patient support services
	☐ Examples of patient educational materials (brochures, leaflets, videos) co-created or distributed in collaboration with patient associations
	☐ Documents of workshops, seminars, or community outreach programs involving patient associations
	☐ Evidence of patient satisfaction surveys or feedback mechanisms that include input from patient associations
2.5. Education and faculty/staff development	☐ Curriculum of the program for fellows
	☐ List of designated educational spaces (lecture halls, seminar rooms, simulation labs)
	☐ Photos of educational spaces and training facilities
	☐ Documents of a medical library or online learning resources
	☐ List and descriptions of available training sessions/programs, courses, and workshops
	☐ Records of staff participation in educational activities in the last 5 years
	☐ Template of evaluation forms used for staff assessments
	☐ List of mentorship programs and assigned mentors/mentees
	☐ Documents of staff participation in EAACI events, international collaborations, or scientific networks
	☐ List of available training sessions related to research methodologies
	☐ Records of staff participation in MsD or PhD training programs
2.6. Archiving / data protection	☐ Documents on data storage system
	☐ Documents on confidentially of the data

QUALITY STANDARDS 3: REVIEWING

Standards	Documents required
3.1. EVALUATION OF THE CENTRE	☐ Documents of performance and outcomes of the centre
	Documents for the follow up criteria for evaluation of the outcomes of the centre
	Reports on these outcomes (the last year)

QUALITY STANDARDS 4: REVISION OF THE PROGRAM

Standards	Documents required
4.1 REVISION OF THE PROGRAM	The monthly or annual reports on follow up criteria of the last year ☐
	The documents on how the centre evaluates the outputs
	Meeting reports on decision about the evaluation of the centre