

Checklist of Documents Required for the Application EAACI ADVANCED RESEARCH CENTRE (E_ARC)

Aim and Strategy:

- A statement from the centre outlining its aims
- Strategic plan of the centre and/or description of patient care, education, and basic or clinical/translational research

Regulation:

- Organisational chart (Organigram)
- Code of conduct/Ethics policy
- A statement regarding existing guidelines/SOPs and a list of those related to biosafety, workplace safety, general laboratory procedures, and data management
- Relevant instructions, SOPs
- Works and workflows
- Job descriptions of staff working in the centre, as well as the types of positions (e.g. PhD students, etc.)

EAACI Involvement:

- List of team members with their EAACI membership numbers and roles within the centre
- Documentation of EAACI involvement, such as:
 - o Copies or references to guidelines and position papers in which centre members have contributed
 - o Proof of participation in EAACI ExCom, Committees, IGs, WGs, or Sections (e.g. meeting minutes, membership confirmations)
 - o Evidence of EAACI-endorsed scientific events, workshops, or training programmes organised by the centre (e.g. event programmes, flyers, or official EAACI recognition)
 - o Confirmation of mentorship programme hosting (e.g. mentor-mentee assignments, programme descriptions)
 - o List of EAACI awards received by the centre's researchers
 - o Documentation of Junior Members (JMs)

Research:

- List of staff members with specialisations, academic degrees and qualifications (including Web of Science H-index)
- List of equipment/technologies available in the research centre
- List of technical staff and their responsibilities
- Organisational chart of the research team, indicating roles and responsibilities in ongoing research projects
- Photographs of equipment, rooms, and laboratories
- List of collaboration facilities
- List of peer-reviewed articles published on allergy/immunology in the last five years, with links to abstracts/full texts
- Grant and funding records demonstrating at least €50,000 in research funding secured over the past five years
- List of international research collaborations, joint projects with other institutions or centres, and any relevant agreements (e.g. Memorandums of Understanding) demonstrating active participation in international networks or consortia

Please provide at least the documents demonstrating fulfilment of two additional criteria:

- Documentation of participation in clinical trials and registries, including study titles and reference numbers
- List of the centre's active projects and type of funding
- List of abstracts presented at national and international congresses over the last five years
- List of patents granted in the last ten years
- List of PhD students and technical staff actively engaged in allergy-related research
- List of multidisciplinary staff with confirmation of their roles within the centre

Education and Staff/Faculty Development:

- List of designated educational spaces (lecture halls, seminar rooms, simulation labs)
- Photographs of educational spaces and training facilities
- Documentation confirming access to a medical library or online learning resources
- List and descriptions of available training programmes, courses, and workshops
- Records of staff participation in educational activities
- Template of evaluation forms used for staff assessments
- List of mentorship programmes and assigned mentors/mentees
- List of staff involved in EAACI committees, working groups, and guideline development
- Documentation 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 MSc or PhD training programmes

Archiving and Data Protection:

- Documentation regarding the data storage system
- Documentation on data confidentiality protocols

Evaluation of the Centre:

- Document outlining the centre's strategy for assessing its performance and outcomes
- Document describing the follow-up criteria used to evaluate outcomes
- Reports on outcomes from the previous year

Programme Revision:

- Monthly or annual reports on follow-up criteria from the past year
- Documents detailing how the centre evaluates its outputs
- Meeting reports outlining decisions regarding the evaluation of the centre