

## APPLICANT CHECKLIST FOR EAACI QUALITY CENTERS

### GENERAL TOPICS

This document summarizes the steps that need to be followed before online submission. Please check all the boxes that you covered while submitting your application.

<input type="checkbox"/> EAACI webpage on Quality Centres was reviewed to obtain necessary information for the application process
<input type="checkbox"/> The document of “Questions and Answers for Quality Centres” was reviewed for general information
<input type="checkbox"/> The relevant documents on Standards (i.e.: Standards for EAACI Centre Of Excellence (ECE); Standards for Advanced Research Centre (ARC) and Clinical Centres) related to the individual application type was reviewed
<input type="checkbox"/> Based on decision and eligibility for the application to a centre category; a report was prepared, including all necessary information related to cover each basic standard of the Quality Centre application type
<input type="checkbox"/> For providing evidence, the “Evidence Checklist” document which is specific to the Quality Centre category desired was reviewed and filled with list of the evidence provided
<input type="checkbox"/> The evidence indicated in the evidence box for each basic standard was prepared in digital format (jpeg images or electronic documents such as word files or pdf)
<input type="checkbox"/> General Checklist form was checked
<input type="checkbox"/> Application form was filled with all necessary information and signed
<input type="checkbox"/> The documents below were uploaded to the web page: <ul style="list-style-type: none"> <li>○ Application form</li> <li>○ General Checklist</li> <li>○ Report</li> <li>○ Evidence checklist (filled and with list of evidence)</li> <li>○ Digital evidence (with proper numbering)</li> </ul>

Once your application has been submitted, you will receive a confirmation email. Following an initial review, if any part of your submission is incomplete or requires revision, you will be contacted via email with specific instructions for correction. Once the necessary updates have been made, your centre may resubmit the application for evaluation. For further guidance, please refer to the document “Instructions for the Quality Centres.”

EAACI recognises the variability of national regulations, which may limit a centre’s ability to meet certain basic standards—particularly in relation to local policies or data protection requirements. If such limitations apply to your centre, we encourage you to contact the **Quality Committee** prior to submission to assess the eligibility of your application.