**EVIDENCE CHECKLIST FORM**

**EAACI ADVANCED RESEARCH CENTRE (E-ARC)**

**This document has been prepared to help you review and verify your submitted evidence.**

*While preparing your application, please first read the document titled “Questions and Answers for the Quality Centres”.*

*Please tick all the boxes where you have provided the required evidence. In the next column, list the corresponding evidence for each item. Submit this completed form along with all supporting documents as part of your online application.*

**DOCUMENT (EVIDENCE) CHECKLIST**

**QUALITY STANDARDS 1: PLANNING**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **1.1.AIM AND STRATEGY** | * A statement of the centre about their aim
* Strategic plan of the centre and/or description of education and basic or clinical/translational research
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| **1.2 REGULATION** | * Organizational Chart (Organigram)
* Code of conduct/Ethics policy
* A statement about guidelines/SOPs existing and list of those related to biosafety, workplace safety, general laboratory procedures and data management
* Relevant instructions, SOP
* Works and Workflows
* 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**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **2.1 EAACI Involvement** | * List of the team members with their EAACI membership numbers and roles within the centre

Documentation of EAACI involvement, such as: **(having at least two of the below)*** + Copies or references to guidelines and position papers where the centre’s members have contributed
	+ Proof of participation in EAACI ExCom, Committees, IGs, WGs, or Sections (e.g., meeting minutes, membership confirmations)
	+ Evidence of organized EAACI-endorsed scientific events, workshops, or training programs (e.g., event programs, flyers, or official EAACI recognition)
	+ Confirmation of mentorship program hosting (e.g., mentor-mentee assignments, program descriptions)
	+ List of awards provided by EAACI received by the centre’s researchers
* Documentation of junior members (JMs)
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| **2.2. Multidisciplinary team** | * List of the multidisciplinary staff and their role
* Notes/minutes of the multidisciplinary meetings, patients’ discussions and meetings
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| **2.3. Research** | * Documents related to existing of a research laboratory (provided by research lab. responsible person, or head of department or hospital administration)
* List of staff members with specializations, their degrees and academic qualifications
* List of the equipment/technologies available in the research centre
* List of technical staff and responsibilities
* Organizational chart of the research team, indicating roles and responsibilities in ongoing research projects.
* Pictures of the equipment’s, rooms, laboratories
* List of collaboration facilities
* Documentation of participation in clinical trials and registries, including study titles and reference numbers.
* List of the active projects of the centre and type of funding
* List of the peer-reviewed published articles on allergy/immunology of the last 5 years, providing 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) that show active participation in international networks or consortia
* Grant and funding records demonstrating at least 50,000 Euros in research funding secured over the last five years
* List of patents
* List of PhD students and technical staff actively engaged in allergy-related research
* List of the multidisciplinary staff with confirmation of their role in the centre
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| **2.3.1 Minimum Research Standards** | * 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.
* Having a budget for research exceeding 200.000€ (grants from university, national institutes, European foundations etc) in the last 5 years

**AND** **fulfilling at least 2 of the following criteria*** Currentlyhaving at least 2 active research projects funded by national or international grants, excluding regional or private foundations
* Having a patent in the last 10 years
* 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
* Offering or being affiliated with MsD or PhD programs in allergy and immunology or associated fields
* Having a multidisciplinary facility, with faculty members from allergy and 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 programs
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| **2.4. Education and faculty/staff development** | * List of designated educational spaces (lecture halls, seminar rooms, simulation labs)
* Pictures of educational spaces and training facilities
* Documentation of access to a medical library or online learning resources
* List and descriptions of available training programs, courses, and workshops
* Records of staff participation in educational activities
* Template of evaluation forms used for staff assessments
* List of mentorship programs 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 MsD or PhD training programs
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| **2.6. Archiving / data protection** | * Documents on data storage system
* Documents on confidentially of the data
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**QUALITY STANDARDS 3: REVIEWING**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **3.1. EVALUATION OF THE CENTER** | * 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)
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**QUALITY STANDARDS 4: REVISION OF THE PROGRAM**

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| **Standards** | **Documents required** | **List of the evidence provided by the centre (with evidence number)** |
| **4.1 REVISION OF THE PROGRAM** | * The  monthly or annual reports on follow up criteria of the last year
* The documents on how the center evaluates the outputs
* Meeting reports on decision about the evaluation of the centre
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