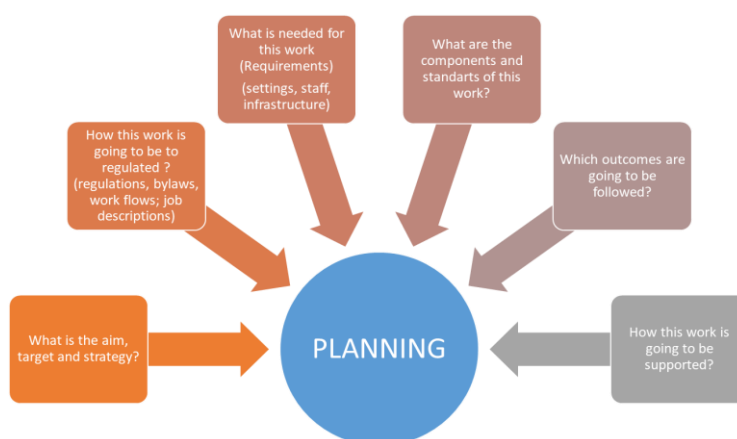


STANDARDS FOR EAACI ADVANCED RESEARCH CENTRE (E-ARC)

Please first read the document “Question and Answers for the Quality Centres” and follow the necessary steps to prepare your application.

QUALITY STANDARDS 1: PLANNING



1.1.AIM AND STRATEGY

1. The centre should have a strategy and strategic plan on research education and basic or clinical/translational research in the field of allergy and Immunology

EVIDENCES FOR BASIC STANDARDS

- ☐ A statement of the centre about their aim
- ☐ Strategic plan of the centre and/or description of education and basic or clinical/translational research

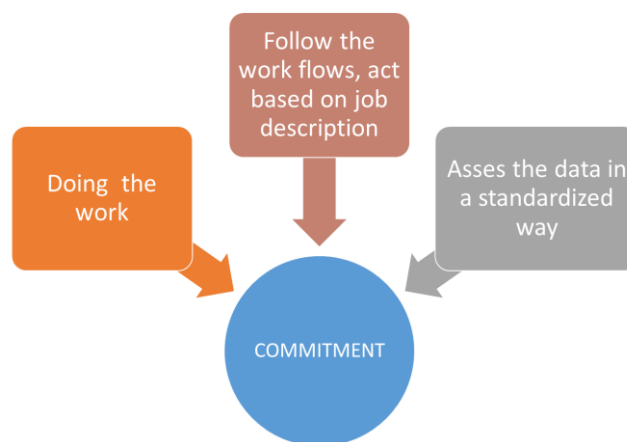
1.2 REGULATION

1. The centre should have relevant instructions, Standard Operating Procedures (SOP) and definition of works, workflows and organizational charts related to general procedures (ie, research; education, laboratory work up etc)
2. Job descriptions should be available for staff working/positions within the centre
3. Staff must adhere to established quality standards, such as protocols, standard operating procedures (SOPs), and workflows, in alignment with the centre's guidelines and practice parameters. They should contribute to the development and periodic review of these standards to ensure optimal patient care

EVIDENCE FOR BASIC STANDARDS

- ☐ 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...)

QUALITY STANDARDS 2: DOING and REQUIREMENTS



2.1 EAACI Involvement

At least two of the physicians/staff should be current EAACI members **AND fulfilling at least 2 of the following criteria:**

1. Participation in EAACI guidelines and position papers within the last 5 years
2. Active involvement in EAACI ExCom, Committees, Interest Groups (IGs), Working Groups (WGs), or Sections
3. Organization of EAACI-endorsed scientific events, workshops, or training programs
4. Hosting of EAACI mentorship programs for early-career researchers and fellows.
5. Recognition through EAACI or other scientific awards
6. Having EAACI junior members (JMs)

EVIDENCE FOR BASIC STANDARDS

- ☐ List of the team members with their EAACI membership numbers and roles within the centre
- ☐ Documentation of EAACI involvement, such as:
 - ☐ Copies or references to guidelines and position papers to which 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)

AREA FOR IMPROVEMENT

1. Staff should be encouraged to participate in EAACI committees, working groups, guideline development, and mentorship programs
2. Increased number of the staff being EAACI members OR JMs

2.2. Research

1. The centres should be equipped with well-established and/or state-of-the-art technologies and equipment for its research activities
2. The centre should have technical staff responsible for the equipment and for training new scientists/members
3. The centre should have a research laboratory
4. The centre may have established collaborations with other facilities for the methods not available in the centre

Requirements for a High Research Performance

1. At least one member of the unit should have a H-index ≥ 30 (Web of Science)
2. Having at least 10 research articles published in peer reviewed journals in the last 5 years
3. 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:

1. Currently having at least 2 active research projects funded by national or international grants, excluding regional or private foundations
2. Having a patent in the last 10 years
3. 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
4. Offering or being affiliated with MsD or PhD programs in allergy and immunology or associated fields
5. 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

EVIDENCE FOR BASIC STANDARDS

- ☐ 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, 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., Memoranda 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 5 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

AREA FOR IMPROVEMENT

1. The centers are encouraged to Increase the access to new equipment/technologies in the area.
2. The centers are encouraged to be involved in multicentric studies.
3. The centers are encouraged to apply for collaborative networks
4. The centers are encouraged to apply for European/international grants.
5. *Ensuring research outputs are more freely available under Open Access policies.*
6. The center should offer or be affiliated with MsD or PhD programs in allergy and immunology or related fields.

2.3. Education and Staff/Faculty Development

1. The centre should have designated spaces for teaching and training, including lecture halls and seminar rooms
2. The centre should have access to a medical library with up-to-date literature or online journal subscriptions, and educational materials on allergy and immunology
3. There should be a dedicated space for hosting workshops, clinical rounds, and EAACI-endorsed training programs
4. Continuous education in allergy and immunology should be actively promoted through courses, workshops, and conferences
5. There should be regular training sessions (ie: weekly seminar, journal clubs...) on allergy immunology in the centre
6. Clear pathways for academic and clinical promotion should be established within the centre.
7. The centre should facilitate staff engagement in international collaborations and scientific networks

EVIDENCE FOR BASIC STANDARDS

- ☐ List of designated educational spaces (lecture halls, seminar rooms, simulation labs)
- ☐ Pictures of educational spaces and training facilities
- ☐ Documentation of access to medical libraries 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

AREA FOR IMPROVEMENT

1. The center should have formalized staff development programs that include clinical, research, and academic training to ensure professional growth.
2. *Each staff member should have this program at the beginning of his/her position/service in the center.*
3. *The staff working in the patient care should have training on Communication Skills.*
4. *Members in training should be encouraged to join the courses related to allergy&immunology topics or new technologies: course certificates earned in the last 2 years.*
5. *All faculty members are encouraged to have CME credits provided for both EAACI events and activities.*
6. All faculty and staff should undergo an annual evaluation by their direct superior to assess personal progress, goal achievement, and define future career and research objectives.
7. The center should provide mentorship programs for junior staff, including structured career development plans.

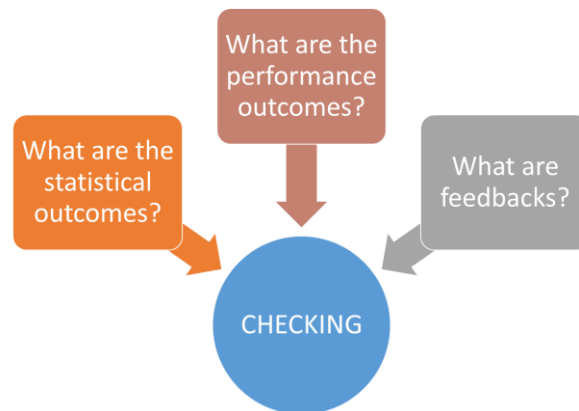
2.4. Archiving and data protection

1. There should be an electronic or physical data storage system of the centre
2. Data about the patients should be kept under the regulation of individual data protection

EVIDENCE FOR BASIC STANDARDS

- ☐ Documentation about data storage system
- ☐ Documentation of the documents on confidentiality of the data

QUALITY STANDARDS 3: REVIEWING



3.1. EVALUATION OF THE CENTRE

1. The centre should have determined the assessment tools to follow up on the performance of the centre on research outcomes and educational/development activities.
2. The centre should get all the relevant data for assessment of these predetermined outcomes

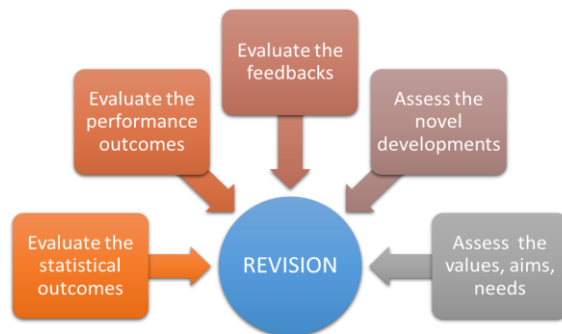
EVIDENCE FOR BASIC STANDARDS

- ☐ Document of the strategy of the centre on assessing methodology of the performance and outcomes of the centre
- ☐ Document on the follow-up criteria for evaluation of the outcomes of the centre
- ☐ Reports on these outcomes (the last year)

AREA OF IMPROVEMENT

1. Patient feedback as well as satisfaction should be considered.
2. Feedback of the working staff
3. The centre should define strategic performance criteria in addition to descriptive analysis (i.e.: increase the number of publications, increase number of funding, opening new PhD programs)

QUALITY STANDARDS 4: REVISION OF THE PROGRAM



4.1 REVISION OF THE PROGRAM

1. The centre should review all the outcomes and follow up criteria related to the activity of the centre
2. These outcomes should be evaluated at regular intervals (at least annually) by the centre
3. Relevant reports should include descriptive and performance analysis of the centre

EVIDENCE FOR BASIC STANDARDS

- ☐ The monthly or annual reports on follow up criteria of the last year
- ☐ The documents on how the centre evaluates these outputs
- ☐ Meeting reports on the decision about their evaluation of the centre

AREA OF IMPROVEMENT

1. *Action plan based on evaluation of the all outputs.*