Call for Working Groups and National Chapters

The Coalition for Advancing Research Assessment (CoARA) is opening a call for Working Groups and for National Chapters. This call is structured around two steps: a call for Expressions of Interest, followed by a call for full proposals. **Only CoARA members can submit Expressions of Interest and full proposals and only a designated point of contact in each CoARA member can submit an Expression of Interest and/or a full proposal on behalf of their organisation.**

The Call document is structured in two parts, one for Working Groups, one for National Chapters.

1. Call for Working Groups

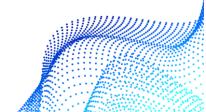| Call Launch:	28 March 2023
First deadline for Expressions of Interest:	27 April 2023 (Midnight CEST / Brussels time)
First cut-off date to submit full proposals:	6 June 2023 (Midnight CEST / Brussels time)
Second deadline for Expressions of Interest:	Autumn 2023 (date tbc)
Second cut-off date to submit full proposals:	Autumn 2023 (date tbc)

1.1. Background and scope

Working Groups are central to CoARA as they are the main mechanism to exchange knowledge, learn mutually, discuss, develop and deliver outputs to advance research assessment and help with the implementation by members of CoARA of the commitments of the Agreement on Reforming Research Assessment.

Working Groups will be proposed at the initiative of CoARA members on a voluntary basis. All CoARA members can respond to the call for Working Groups.

This call addresses three types of Working Groups foreseen in the CoARA Rules of Procedure for Working Groups:

- **Interest communities,** aimed at *"Working together to produce guidelines on ad-hoc horizontal topics like peer review and qualitative evaluation, alternative metrics, narrative CVs, conflicts of interest, fair assessment, research on research needed, balance between research and other academic activities, etc."*

- **Discipline communities,** aimed at *"Exchanging on approaches to tailor criteria and processes by discipline, inter-disciplinary field or thematic area."*

- **Institution communities,** aimed at *"Exchanging on topics specific to a given type of organisation, like for example the use of metrics in the assessment of institutions by national evaluation agencies, the assessment of research projects by research funders, etc."*

This call for CoARA Working Groups adopts a staged approach:

i) the submission of Expressions of Interest,

ii) community discussions, and then

iii) development into full proposals for Working Groups to be submitted according to given cut-off date.

Note: submission of an Expression of Interest is <u>mandatory</u> to be able to submit a full proposal.

For this call, two cut-off dates for WG proposals are foreseen, on 6 June 2023 and in autumn 2023. Working Groups will then be selected in two batches:

1- After the first cut-off date of 6 June 2023, the Steering Board will select a minimum of 5 Working Groups. In line with the CoARA Rules of Procedure, the selection will be made by the Steering Board based on the criteria outlined in section 1.7 below. Results of the first selected Working Groups are expected to be announced by mid-June 2023.

2- The call will remain open after the 6 June 2023 and additional Working Groups will be selected after the second - and final - cut-off date in Autumn 2023, bringing a total of active Working Groups to around 10.

For the first cut-off date of 6 June 2023, at least three *Interest communities* will be selected.

Proposals should state how they address at least one of the four core commitments of the Agreement on Reforming Research Assessment. In addition, proposals related to *peer review* and *research culture* (see Annex II for short descriptions) are particularly encouraged; however, proposals on other topics are also welcome.

1.2. Requirements and Expected Outputs

It is very important to note that Working Groups should add value to what is already being done within the community and should strive to collaborate and seek synergies with like-minded initiatives and activities.

Working Groups are expected to be inclusive, involving organisations of different types and sizes, and from different geographical areas and from a wide range of experience level. Whenever possible, Working Groups are expected to include the direct participation of researchers at all career stages.

Working Group proposers should put forward i) a convincing membership structure, including co-chairs, and ii) a robust plan and convincing mechanisms to ensure that other CoARA member organisations interested in the topic and the work of the WG can contribute to and benefit from its work (e. g. through surveys, dedicated consultation, webinars.)

The Working Groups should define their duration according to the nature of their outputs/deliverables, keeping in mind that the maximum allowed duration for Working Groups is two years.

As described in the CoARA Rules of Procedure for Working Groups, these are expected to operate as "*communities of practice*" on specific topics and to develop concrete tasks and outputs within a specific timeframe. "*These may include, for example*:

- *Collecting, defining and sharing good practices and challenges faced;*
- *Exchanging information on changes piloted and implemented by the members within the CoARA, and also beyond;*
- *Defining joint pilots and initiatives as appropriate;*
- *Establishing guidelines that can be considered by all or part of the Coalition members and beyond;*
- *Exchanging information on the impacts – benefits and costs – of the changes implemented for further evidence-informed changes;*
- *Developing and sharing toolkits, games and interactive tools.*"

Such concrete outputs/deliverables are expected to support the implementation by the members of CoARA of at least one of the Agreement's core commitments, and of supporting commitments where relevant.

1.3. WG Composition

In line with WG Rules of procedures, the WG will be composed as follows.

Leadership

WG will be led by at least two Chairs, who will be the main points of contact and responsible for communication within the CoARA and more broadly. The Chairs will be formally appointed during the first meeting of the WG by its members, they should be from different organisations and different countries. Specific responsibilities of the Chairs include ensuring the following:

- Quality, scope, timeliness and usefulness of the work in progress;
- An effective organisational structure for the WG;
- Progress within the WG as evidenced by meeting the expected outcomes;
- Facilitating the participation and the expression of different views from member organisations.

Note: WG Chairs and CoARA members' designated points of contact for WG address different needs and have different roles. Some WG chairs can also be their organisations' point of contact, but this is not a requirement.

Membership

- WGs are open to participation from all CoARA member organisations;
- Member organisations can nominate a representative from their organisation to

participate in a given CoARA WG. This means that the person representing the organisation in the WG can be different from the person representing the organisation in the General Assembly. It is up to the organisation to decide on the representative to nominate, taking into account the topic, work plan and expected outputs/deliverables of the WG;

- Once nominated by their organisations, participants should commit to be the persons participating in the WG activities, to ensure continuity;

- Experts external to the CoARA may contribute to the WGs when nominated by the member organisations involved in these groups;

- WG member organisations and their participants, and potential additional individuals and experts external to the CoARA, are expected to actively contribute to the work of the WGs and to the delivery of the proposed outputs / deliverables, and work plan;

- WGs should strive for broad and balanced geographical participation among the CoARA member organisations, and for the direct involvement of researchers at all career stages;

- Member organisations and their participants within a WG must agree to the CoARA Code of Conduct and Guiding Principles contained in its Governance Document. Other individuals and experts external to the CoARA could participate to the WG activities when needed and nominated by the member organisations involved in these groups, in which case they must also agree to the CoARA Code of Conduct and Guiding Principles contained in its Governance Document.

- Experts external to the CoARA will participate in-kind and will not be remunerated for the external advice provided.

1.4. Application Procedure

The template to be used for Expressions of Interest and for full proposals is in Annex I.

The following steps must be followed for the submission of Expressions of Interest and proposals:

- *Step 0*: Preparatory step to allow the identification of potential co-proposing organisations: the CoARA Secretariat will collect (through an online form: https://coara.eu/registrationpoc_wg/), compile and make available a directory of CoARA member organisations' designated points of contact for WGs and national chapters (one principal and one optional alternate point of contact/CoARA Member). Only these designated points of contact will be able to submit Expressions of Interest and Full Proposals on behalf of their organisation. The first version of the directory will be made available on 6 April 2023 at the latest, Working Groups and National Chapters designated Points of Contact will be informed by email. The Directory will then be updated on a regular basis.

- _**Step 1:**_ Designated points of contact should first submit **Expression(s) of Interest** (EoIs; no later than 27 April 2023 Midnight CEST/Brussels time for the first batch of WGs). Expressions of Interest should address only points from 1 to 13 of the proposal form. Submissions will be made online on a form accessible on CoARA website on 6 April 2023. Expressions of interest submitted after the 27 April 2023 will only be considered for the second batch of WGs.

- _**Step 2a:**_ Expressions of Interest received will be accessible on a knowledge sharing platform accessible via the CoARA website. Proposers will then have the opportunity to identify common and complementary EoIs, make contact with their proposers and further elaborate them towards Working Group full proposals.

- _**Step 2b:**_ Proposers will be invited to present their Expressions of Interest during an online **workshop** organised on 5 May 2023. The workshop will support the exchange of information on EoIs, help develop them and allow them to mature, and facilitate the streamlining of similar proposals.

- _**Step 3:**_ **Full proposals,** addressing all sections of the template, should be submitted online on the CoARA website by 6 June 2023 (Midnight CEST / Brussels time). Full proposals have to be an adaptation of an EoI or result from the merging of several EoIs.

- After the first cut-off-date, it will be still possible to submit Expressions of Interest and full proposals that will be considered for approval by the Steering Board after the second cut-off date in autumn 2023 (date tbc). Therefore, the knowledge sharing platform will still be active.

1.5. CoARA Knowledge Sharing Platform

It is important to allow proposers to interact, further elaborate their Expressions of Interest or combine some into full proposals for Working Group. This will be facilitated by an online Knowledge Sharing platform that will allow proposers to get in contact with each other in order to link around ideas and workplan put forward.

This platform will be available shortly after the Deadline for Expressions of Interest on 27 April 2023, proposers will be informed and invited to participate by email, link will also be posted on CoARA website.

1.6. Eligibility Criteria

For Expressions of Interest

An Expression of Interest will be considered eligible if all the following conditions are met:

- The Expression of Interest is submitted by a designated point of contact (principal or alternate) authorised to do so on behalf of the CoARA member they are affiliated with

and on behalf of the other CoARA members cited in the Expression of interest.

- Minimum of 3 proposing CoARA member organisations.

- The Expression of Interest is complete (sections 1 to 13 of the full application are filled in) and is written in English.

- The Expression of Interest has been submitted before the indicated deadline.

For full proposals

The full proposal will be considered eligible if all of the following conditions are met:

- The proposal is submitted by a designated point of contact (principal or alternate) authorised to do so on behalf of the CoARA member they are affiliated with and on behalf of the other CoARA members cited in the Expression of interest.

- Minimum of 5 proposing CoARA member organisations (including potential -Chairs).

- The proposal is an adaptation of a – or a merge of several – expression(s) of interest.

- The proposal is complete (all sections of template addressed) and is written in English.

- The proposal has been submitted before the cut-off date.

1.7. Evaluation and Selection process

Evaluation

In line with the Rules of Procedure, the CoARA Steering Board will evaluate the proposals considering eight criteria. Criteria will bear an equal weight in the assessment and each criterion will be qualitatively assessed following the scales provided in the table below.

Criterion	Assessment scale
Alignment with the vision of CoARA;	- Fully Aligned - Partly Aligned - Not Aligned
Support the implementation of at least one of the four Agreement's core commitments	- Supports more than one core commitment - Supports one core commitment - Does not support any core commitment
Added value of the proposed Working Group over and above what is currently being done within the community;	- High - Moderate - Low
Diverse types and sizes of organisations, and wide range of experiences level, represented. For institution communities, proposals from	- Highly diverse representation - Diverse representation - Low diversity

one unique type of organisation are acceptable;	
Broad and balanced geographical participation from the CoARA member organisations;	• High geographical balance • Moderate geographical balance • Low geographical balance
Direct involvement of researchers at all career stages (including early career researchers)	• Highly diverse representation • Diverse representation • Low diversity
Feasibility of the proposed work plan and outcomes/deliverables within the indicated timeframe;	• Highly feasible • Feasible • Not feasible
Expected impact, notably expected adoption and implementation scenarios;	• High expected impact • Medium expected impact • Low expected impact
Robust plan to engage with other CoARA member organisations interested in the work of the Working Group, and with other organisations including outside Europe.	• Plan will allow to engage with all relevant and interested organisations • Plan will allow to engage with some relevant and interested organisations • Plan will not allow to coherently engage with relevant and interested organisation

Selection

The CoARA Steering Board will select Working Group, basing its decision on the outcome of the assessment and on WG portfolio management considerations (e.g. balance in topics, geographical balance, institutional balance).

1.8. Support from CoARA Secretariat

The CoARA Secretariat will support Working Groups by:

- Publishing information on the mission, objectives, work plan and membership of the approved Working Groups on the CoARA website;

- Facilitating complementarities and synergies among existing Working Groups within CoARA and beyond;

- Publishing the Working Group results on the CoARA website and supporting their dissemination via social media and other relevant channels (provided a decision to publish such results has been made). For this purpose, CoARA will establish an endorsement process and publication policy for Working Groups' outputs/deliverables and other CoARA documents;

- Pass on to the Working Group Chair(s) any request received by CoARA member organisations interested to contribute to the group;

- Participate to relevant meetings of the Working Groups, when needed.

Note that this is only a preliminary outline of the envisaged Secretariat support. More detailed plans will be defined in the coming months, based on resources becoming available and the feedback provided by the first approved Working Groups.

1.9. Contact

Any questions regarding the call can be directed to the CoARA Secretariat by writing to workinggroupcall@coara.eu

1.10. Feedback to applicants

All applicants submitting a Working Group proposal will be informed of the outcome of the selection process by 13 July 2023. A short evaluation report will also be provided.

Annex I – Application template – Call for Working Groups

Please note: Fields marked with an asterisk (1-13) need to be completed at the Call for Expression of Interest stage. The remaining fields will need to be completed for full proposals.

Only for full proposals: Title of the submitted Expression(s) of Interest related to this proposal	
1. Working Group title *:	
2. Issues to be addressed*: *50 words max.*	
3. Main keyword*:	*Please select one among the following:* • *Assessment of research organisations* • *Careers* • *Assessment of research proposals* • *Changing culture* • *CVs and Narrative* • *Disciplines and inter, trans and multidisciplinary* • *Diversity* • *Equity* • *Ethics and integrity* • *Impact* • *Language* • *Metrics and indicators* • *Open Science* • *Peer-review* • *Quality and excellence* • *Raising awareness and engagement* • *Rankings* • *Sharing good practices* • *Sustainability (e.g. costs, over-assessment, reviewer fatigue)* • *Team science* • *Transparency* • *Other: please specify:*
4. Second keyword (optional):	*Please select one among the following:* • *Assessment of research organisations* • *Careers* • *Assessment of research proposals* • *Changing culture* • *CVs and Narrative*

	• *Disciplines and inter, trans and multidisciplinary* • *Diversity* • *Equity* • *Ethics and integrity* • *Impact* • *Language* • *Metrics and indicators* • *Open Science* • *Peer-review* • *Quality and excellence* • *Raising awareness and engagement* • *Rankings* • *Sharing good practices* • *Sustainability (e.g. costs, over-assessment, reviewer fatigue)* • *Team science* • *Transparency* • *Other. please specify:*
5. Contact details of the lead scientific proposer (can be different from the organisation's designated Point of Contact)	Name, department, and e-mail
6. I confirm that my organisation is a member of CoARA and that I have the authority to submit the proposal on behalf of my organisation and on behalf of the organisations mentioned in point 7 below*:	• Yes • No
7. List of at least 3 (EoIs)/5 (full proposals) member organisations proposing the Working Group*:	Drop Down
8. Short description of the mission and objectives of the group, and of how it fits with the overall CoARA vision*: *200 words max.*	
9. Agreement core commitment(s) the	*Please select one or more among the following:*

implementation of which is supported by the group*:	*1. Recognise the diversity of contributions to, and careers in research according to the needs and the nature of the research* *2. Base research assessment primarily on qualitative evaluation for which peer-review is central, supported by responsible use of quantitative indicators* *3. Abandon inappropriate uses in research assessment of journal- and publication-based metrics, in particular inappropriate uses of journal impact factor (JIF) and h-index* *4. Avoid the use of rankings of research organisations in research assessment*

10. Agreement supporting commitment(s) the implementation of which is supported by the group (optional):	*Please select one or more among the following:*
	
	5. Commit resources to reforming research assessment as is needed to achieve the organisational changes committed to
	
	6. Review and develop research assessment criteria, tools and processes
	
	    6.1. With the direct involvement of research organisations and researchers at all career stages, review and develop criteria for assessing research units and research performing organisations, while promoting interoperability
	
	    6.2. With the direct involvement of researchers at all career stages, review and develop criteria, tools and processes for the assessment of research projects, research teams and researchers that are adapted to their context of application
	
	7. Raise awareness of research assessment reform and provide transparent communication, guidance, and training on assessment criteria and processes as well as their use
	
	8. Exchange practices and experiences to enable mutual learning within and beyond the Coalition
	
	9. Communicate progress made on adherence to the Principles and implementation of the Commitments
	
	10. Evaluate practices, criteria and tools based on solid evidence and the state-of-the-art in research on

	research, and make data openly available for evidence gathering and research
11. Type of group*:	*Please select one among the following:* • *Interest community* • *Discipline community* • *Institution community*
12. Expected impact notably expected adoption and implementation scenarios*: *300 words max*	
13. Added value of the Working Group over and above what is currently being done within the community*: *300 words max*	
14. Work plan and outputs / deliverables, that can be accomplished within the timeline proposed (max. 2 years): *600 words max*	
15. Proposed membership structure, involving organisations of different types and sizes, and from different geographical areas, and include a wide range of experience levels: *300 words max*	
16. Envisaged co-chairs leading the Working Group, representing different types of organisations and countries/regions:	
17. Mechanisms to ensure that a broader range of CoARA member organisations, including from outside Europe, contribute to and benefit from the Working	

Group work: *250 words max*	
18. Envisaged support needed from the Secretariat and resources expected to be provided in-kind by Working Group members: *100 words max* *Please note: this will be provided for information only and will <u>not</u> be evaluated by the CoARA Steering Board.*	12

Annex II – Topics description – Peer-review and Research culture

The CoARA Steering Board encourages proposals related to *peer review* and *research culture* (see below). However, proposals on other topics are also welcome.

Topic 1: Peer review, metrics and indicators for research, researcher careers, and institutional assessment

One of the core commitments of the Agreement on Reforming Research Assessment is to recover the centrality of qualitative approaches to research assessment and, in this respect, peer-review has been identified by a significant number of CoARA's members as a major theme of interest. The CoARA Steering Board recommends that a Working Group is established to draw conclusions from the existing literature on this topic, and to recommend best practice in these areas.

Peer review is at the heart of knowledge generation systems and is used across the globe to make decisions about the quality of research, researcher careers, and institutions. Hence, the approaches taken to peer review are context-dependent and the term refers to a wide variety of practices. First, peer review is a fundamental tool in determining the quality of research. One dimension is the assessment of academic articles and monographs, where the focus is mainly on the quality, novelty and reliability of the ideas. A second one is the assessment of research grants, where the ideas are crucial, but so too might be the researcher's credibility and track record of delivery. Thus, while the former may be undertaken anonymously, the latter may not. The second broad area relates to researcher's careers. The performance, promotion and recruitment of academic researchers all rely on an assessment of the qualities of the researcher, which has historically focussed mainly on traditional academic credentials, but can also include other measures such as esteem, teaching experience, leadership, and public engagement. The third area relates to the institutions, as rankings often rely on measures of the types and quality of research aggregated from citations and other forms of metrics (alongside other measures). Policy-makers may also be interested in assessing relative performance of research institutions and these often rely on a narrow set of indicators.

Peer review is therefore central to individual careers, the success of research institutions and other organisations such as publishers. Yet, despite its lauded importance, peer review is not without reproach. Various dimensions of peer review processes have been critiqued and while one of the core commitments of the Agreement on Reforming Research Assessment is to address the over-use of metrics compared to more qualitative approaches, many other facets of peer review are also debated. These include, but are not limited to: the role of editors, and reviewers and the variable risks of bias; specific elements of peer review, such as anonymity and confidentiality; peer review in multidisciplinary research; and broader questions including reliability and reproducibility and whether peer review may even lower research quality by limiting creativity.

Of particular interest to the CoARA Steering Board is therefore the provision of recommendations on peer review best practices, with a particular focus on how reliable outcomes can be achieved when a more balanced qualitative/quantitative approach is taken. Critical is the need for any new approaches to provide robust ways to make key decisions related to the assessment of research, researcher careers and institutions. We would expect an analysis of the existing evidence, which debate the pros and cons, and provides tangible recommendations about the best approaches that should be applied in the three specific peer review contexts. When, for example, should narrative CVs play a strong role? What is the right balance of 'responsible use of metrics' and peer review? What information do assessors of articles, research grants or career trajectory require, and are there better ways of capturing the evidence we need? How do we ensure sufficient time resources for increased use of peer review? And are there innovative new ways of assessing performance that have yet to be fully explored, including new approaches to both quantitative and qualitative assessment, and the possibility of using new advances in digital techniques?

It would also be valuable to consider the capability of those who undertake peer review. What procedures for reviewer selection and reviewers training should be recommended? Are there any training requirements that assessors and researchers may require?   What practices, such as economic incentives, should be adopted or not? How can researchers' contributions to peer review be properly recognized? And are different practices needed for the different types of peer review?

Topic 2: Culture Change

The mission of the CoARA to enable systemic reform of research assessment will require a change in culture – that is, in the values, expectations, attitudes, norms and behaviours of researchers. Without thorough reflection and action on culture change that actively involves the entire research community, there is a risk of limited take-up of CoARA's work in practice, or that change only happens in a superficial manner, limited to a new box-ticking exercise. For the reform of research assessment to bear fruit, efforts must be invested in building the tools for elaborating common visions, increase trust in a new system of research assessment and ensure that change is truly long-lasting.

The changes in culture that are envisioned are complex and achieving them will require changes to be explicitly facilitated. The topic encompasses several overlapping layers of analysis and action, to the effect that a first task would consist in getting clarity on core concepts driving reflection. For instance, depending on documents and usages, "cultural change" in relation to research assessment may refer to a) "system change" – the structures, institutional practices and aggregated behaviour at play regarding research assessment; b) the "dominant views and values" held by individuals regarding research assessment; c) the "dominant views and confidence" expressed by individuals regarding the rules of the game or institutional context in which research assessment takes place. It is likely that change would need to happen on all these levels to facilitate true cultural change.

This is why a prospective Working Groups is put for consideration on the topic of culture change. Primarily based on CoARA members' experience, such a group could explore what lessons can already be learned in relation to the evolution of research assessment culture in different National contexts organisations and institutions that have implemented research assessment reform. Importantly, culture change requires collaboration between different organisation types, as there are many distinct organisational roles and responsibilities that must combine to contribute to the necessary changes. In this way, CoARA, and a prospective Working Group is an ideal forum to focus on the role of research culture change as part of research assessment reforms. Ideas of topics for this Working Group could include a focus on:

- Change in research assessment culture and perception, considering the overall framework (values, expectations, attitudes, norms and behaviours) and change management approaches:
  - the values and ideas currently held by stakeholders regarding what research assessment is and/or should be. These may vary depending on context (e.g. national context, type of position in the R&I environment, discipline, etc.);
  - the values and ideas which need to evolve in order to achieve change;
  - the processes and institutional structures favouring the current dominant culture, also including incentive and reward mechanisms;
  - existing best practices of reforms of the above processes and structures: e.g.

composition of evaluation committees, modification of standardised forms for job or funding applications, elaboration of new criteria, development of collaborative processes to build a shared vision on which skills researchers should have and how flexibility is built into these processes to allow for different profiles, etc.

- How change can be facilitated and what change management approaches should be applied at different levels or at one specific level (national, organisational, institutional);

  o how trust is or can be promoted in reformed systems of research assessment, so that all stakeholders understand that a change of behaviour will be valued for the long term, through engagement mechanisms and long term, phased planning for cultural change.

  o how to involve the academic community in this culture change;

  o what are the specific roles and responsibilities of different organisation types in enabling culture change.

2. Call for National Chapters

Call Launch:	28 March 2023
Recommended date for receiving Expressions of Interest:	27 April 2023 (Midnight CEST / Brussels time)
Cut-off dates to submit full proposals:	Monthly cut-off dates, proposals can be submitted when ready.

2.1. Background and scope

National Chapters will contribute to CoARA work, by facilitating the exchange of knowledge, mutual learning and discussions on CoARA-relevant issues specific to different types of organisations of a given country. National Chapters should be dedicated to help CoARA members in the implementation of the commitments of the Agreement on Reforming Research Assessment in a national/regional context.

National Chapters are expected to be proposed at the initiative of CoARA members and participation from members is voluntary. Any CoARA member from the given country can participate in the call for their respective National Chapter.

The call for National Chapters will involve Expressions of Interest, followed by community discussions and development into full proposals. **There will be no fixed cut-off date for the submission of National Chapter proposals; proposals submitted will be collected and processed on a monthly basis.**

Approval of National Chapters will be made by the CoARA Steering Board, based on the criteria outlined in section 2.4 below. Information on the approved National Chapters will be made available by CoARA on a continuous basis.

There is no limit as to the number of National Chapters that can be approved. However, there cannot be more than one National Chapter approved per country.

2.2. Expected Outputs

Without pre-empting their durations, National Chapters are expected to develop concrete tasks and outputs within a specific timeframe of two years. Such concrete outputs/deliverables are expected to support the implementation of the Agreement as a whole in their national context(s).

National Chapters should add value over and above what is currently being done within the country.

National Chapters are expected to be inclusive, involving at least half of the CoARA member organisations from the country concerned. Mechanisms should also be put in place to ensure that a broader range of organisations, including from outside CoARA, can contribute to and benefit from the National Chapter.

National Chapters should commit to share lessons learned with other National Chapters and to foster synergies and mutual learning with relevant CoARA Working Groups.

2.3. Application Procedure

The template to be used for proposals is in Annex III.

The following steps must be followed for the submission of proposals:

- _**Step 0**_: Preparatory step to allow the identification of potential co-proposing organisations: the CoARA Secretariat will collect (through an online form: https://coara.eu/registrationpoc_wg/), compile and make available a directory of CoARA member organisations' designated points of contact for WGs and national chapters (one principal and one optional alternate point of contact/CoARA Member). Only these designated points of contact will be able to submit Expressions of Interest and Full Proposals on behalf of their organisation. The first version of the directory will be made available on 6 April 2023 at the latest, Working Groups and National Chapters designated Points of Contact will be informed by email. The Directory will then be updated on a regular basis.

- _**Step 1**_: Proposers should first submit an **Expression of Interest** (EoI; no later than 27 April 2023 Midnight CET/Brussels time for the first batch of National Chapters). The Expression of Interest should address only points from 1 to 6 of the proposal form. Submissions will be made online on a form accessible on CoARA website (www.coara.eu). Expressions of interest submitted after the 27 April will only be considered for the following batches of National Chapters

- _**Step 2**_: Expressions of interest received, including the contact details of the proposers, will be accessible via the CoARA website. Proposers will then have the opportunity to identify proposed national chapters of relevance, make contact with their proposers and further elaborate them towards full National Chapter proposals.

- _Step 3_: **Full proposals,** addressing all sections of the template, should be submitted online on CoARA website when ready, by monthly cut-off dates, the first being on 6 June 2023 (Midnight CEST / Brussels time.

2.4. Eligibility Criteria

The proposal will be considered eligible if all the following conditions are met:

- Member organisations proposing should comprise at least half of the CoARA member organisations from the country concerned;

- The proposal is complete (all sections of template addressed).

2.5. Approval Mechanism

CoARA Steering Board will approve the proposals considering six criteria. Criteria will bear an equal weight in the assessment and each criterion will be qualitatively assessed following the scales provided in the table below.

Criterion	Assessment scale
Alignment with the vision of CoARA	• Fully Aligned • Partly Aligned • Not Aligned
Support to the implementation of the Agreement as a whole	• Adequately supports all commitments • Adequately supports some commitments • Does not adequately support commitments
Diverse types and sizes of organisations represented	• Highly diverse representation • Diverse representation • Low diversity
Feasibility of the proposed work plan and outcomes/deliverables within the indicated timeframe	• Highly feasible • Feasible • Not feasible
Expected impact, notably expected adoption and implementation scenarios	• High expected impact • Medium expected impact • Low expected impact
Robust plan to engage with additional research organisations from that country (including those that are not yet CoARA members), and to learn from initiatives in other countries	• Plan will allow to engage with relevant and interested organisations in the country • Plan will allow to engage only with CoARA member organisations in the country • Plan will not allow to coherently engage with additional organisations

2.6. Support from CoARA Secretariat

National Chapters will benefit from a more limited secretarial support than Working Groups. The CoARA Secretariat may support National Chapters by:

- Publishing information on the mission, work plan and membership of the approved National Chapter on the CoARA website;

- Publishing of the National Chapter results on the CoARA website and support their dissemination via social media and other relevant channels, provided a decision to publish such results has been made;

- Pass on to the National Chapter Chair(s) any request received by CoARA member organisations to join the group.

Note that this is only a preliminary outline of the envisaged Secretariat support. More detailed plans will be defined in the coming months, based on resources becoming available and also on the feedback provided by the first approved National Chapters.

The Steering Board may also set up a Working Group with the purpose of facilitating the

sharing of lessons learned among different National Chapters and to discuss synergies with existing CoARA Working Groups.

2.7. Contact

Any questions regarding the call can be directed to the CoARA Secretariat by writing to workinggroupcall@coara.eu

2.8. Feedback to applicants

All applicants submitting a Working Group proposal will be informed of the outcome of the selection process by 13 July 2023. A short evaluation report will also be provided.

Annex III - Application template – Call for National Chapters

Please note: _Fields marked with an asterisk (1-6) need to be completed at the Call for Expression of Interest stage. The remaining fields will need to be completed for full proposals._

1. Country*:	
2. Contact details of the main National Chapter proposer*:	Name, department, and e-mail
3. List member organisations proposing the National Chapter*:	
4. Short description of the mission and objectives of the group, and of how it fits with the overall CoARA vision*: _200 words max._	
5. Expected impact notably expected adoption and implementation scenarios*: _300 words max_	
6. Added value of the National Chapter over and above what is currently being done within the country*: _300 words max_	
7. Work plan and outputs / deliverables, that can be accomplished within two years: _600 words max_	
8. List of at least half of the CoARA member organisations from the country concerned that are interested in joining the group:	
9. Envisaged co-chairs leading the National Chapter:	
10. Mechanisms to ensure that a broader range of organisations, including from outside CoARA, contribute to	

and benefit from the National Chapter: *250 words max*	
11. Envisaged support needed from the Secretariat: *Please note: this will be provided for information only and will <u>not</u> be evaluated by the CoARA Steering Board. Please also have a look at section 2.6 above for an overview of the possible support that can be offered to National Chapters.*	