

Call for National Chapters

Call Launch:	On a permanent basis
Cut-off dates to submit full proposals:	Monthly cut-off dates, proposals can be submitted when ready.

1.1. Background and scope

National Chapters 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 are 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 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 involves Expressions of Interest, via sending a corresponding email to secretariat@coara.eu followed by submission of a full proposals. **There are 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 is made by the CoARA Steering Board, based on the criteria outlined in section 1.5 below. Information on the approved National Chapters is made available by CoARA Secretariat 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.

1.2. 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.

1.3. Application Procedure

(see the application template for proposals in Annex I)

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

- Step 1: inform the CoARA Secretariat via email secretariat@coara.eu of the intention to establish a new National Chapter. This step is important for identifying potential co-proposing organizations.
- Step 2: submit **full proposal**, addressing all sections of the template (see Annex I), [online via CoARA website](#) when ready.

1.4. 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 are addressed).

1.5. 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	<ul style="list-style-type: none"> • Fully Aligned • Partly Aligned • Not Aligned
Support to the implementation of the Agreement as a whole	<ul style="list-style-type: none"> • Adequately supports all commitments • Adequately supports some commitments • Does not adequately support commitments
Diverse types and sizes of organisations represented	<ul style="list-style-type: none"> • Highly diverse representation • Diverse representation • Low diversity
Feasibility of the proposed work plan and outcomes/deliverables within the indicated timeframe	<ul style="list-style-type: none"> • Highly feasible • Feasible • Not feasible
Expected impact, notably expected adoption and implementation scenarios	<ul style="list-style-type: none"> • High expected impact • Medium expected impact • Low expected impact

<p>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</p>	<ul style="list-style-type: none">• 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
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1.6. Support from CoARA Secretariat

The CoARA Secretariat supports 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.

1.7. Contact

Any questions regarding the call can be directed to secretariat@coara.eu.

1.8. Feedback to applicants

All applicants submitting a National Chapter proposal will be informed of the outcome of the selection process as soon as possible. A short evaluation report will also be provided.

Annex I- Application template – Call for National Chapters

Please note that this template is for guiding purposes only. The submission of a full proposal should be done via an [online form](#), without the option to upload a file.

1. Your organisation's country*	
2. Your organisation's name*	
3. Contact details of the main National Chapter proposer*	Name and e-mail
4. What country is this National Chapter submitted for *	
5. Proposal Title*	
6. List member organisations proposing the National Chapter*	
7. Short description of the mission and objectives of the group, and of how it fits with the overall CoARA vision* (200 words max.)	
8. Short Description of you National Chapter for the CoARA website*	
9. Contact person and email to be listed on the National Chapters page of the CoARA website*	
10. Expected impact notably expected adoption and implementation scenarios* (300 words max)	
11. Added value of the National Chapter over and above what is currently being done within the country* (300 words max)	
12. Work plan and outputs / deliverables, that can be accomplished within two years: (600 words max)	
13. List of at least half of the CoARA member organisations	

from the country concerned that are interested in joining the group	
14. Envisaged co-chairs leading the National Chapter	
15. Mechanisms to ensure that a broader range of organisations, including from outside CoARA, contribute to and benefit from the National Chapter (250 words max)	
16. Envisaged support needed from the CoARA Secretariat: <i>please note that this question is for information only and will not be evaluated by the CoARA Steering Board. Please also have a look at section 1.6 in this document for an overview of the possible support that can be offered to National Chapters.</i>	