

Title K+L Centre application instructions
Version 1.0
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Date 2015-02-13
Status Draft
Distribution BoD
ID CE-2015-0504



Instructions for applying for a CLARIN Knowledge Centre (L-centre or K-centre)

1) **Background**

CLARIN recognizes two kinds of centres as part of the Knowledge Sharing Infrastructure (KSI):

- L-Centres (with a local/national or otherwise restricted character, which still fulfill a minimal set of quality criteria), and
- K-Centres (with an international and long-term character, which additionally fulfill a more complete set of criteria).

The rationale for the KSI is explained in the document [CE-2013-0149-KSI](#).

2) **General instructions**

If you want to apply for acquiring the status of a CLARIN knowledge centre, please provide CLARIN ERIC with an application containing the information required to assess the criteria for an L-Centre, and usually the additional criteria for a K-Centre as specified in the document [CE-2014-0419-CLARIN-Knowledge-Centres](#), using the checklist below.

Also, in the description of the centre please include either a link to a mock-up webpage or website for the Knowledge Centre, or at least list of topics to be covered on the future website.

If no special website is planned, please state where possible future users of the Knowledge Centre will find the information on the Knowledge centre (in particular a characterization of criteria 1, 2 and 3).

You are encouraged to use the criteria from the document [CE-2014-0419-CLARIN-Knowledge-Centres](#) in that order directly as a basis for the structure of the application. This is the list of criteria (1–4 for an L-Centre, 1–9 for a K-Centre, 1–10 for a virtual K-Centre) given below in section (3).

The whole application need not be longer than three pages. In the case of virtual centres: three pages plus around half a page up to a page for each participating centre.

Please do not forget to indicate a name for the centre, max. ca. 50 characters (and an abbreviation).

3) Criteria

	Criterion
1	short description scope
2	short description areas
3	short description audience
4	confirm willingness to register
5	confirm international and English
6	confirm reactive services
7	confirm response time
8	list publications
9a	confirm critical mass
9b	indicate mono-/multi-site
10a	list participants
10b	description organization

- “Short description” means one sentence up to one paragraph.
- “Description” means one or a few paragraphs, but usually not more than a page text.

4) Minimal application

If you did not directly follow the order of the criteria, the application has to include at least the following parts:

- 0) A name for the centre, max. ca. 50 characters (and abbreviation)
- 1) A description of the competence centre (addressing criteria 1, 2, 3, 9 and possibly 5 and 6), and if it is a virtual (i.e., distributed/multisite) centre (criterion 9b), also a shorter characterization of each of the participating partners/sites **AND** an explanation of how the cooperation between the partners is to be organized (criterion 10).
- 2) Relevant publications (or links that points to pages where these – as relevant for this application! – can be found) (criterion 8).
- 3) Please include in this case of a minimal application a short checklist with the criteria in (3) that for each criterion:
 - a. either makes the relevant statements, if not done so already in the main text (in particular criteria 4, 7, perhaps 5 and 6), or
 - b. summarizes the information already given in a short sentence, or
 - c. points to the relevant paragraphs in the main text where these topics are addressed.

5) Provide Tags / Key words

Please provide a list with key words that characterize your expertise. As a starting point, please use the list provide at the end of the Document on the [Knowledge Infrastructure - CE-2013-0149-KSI](#).

Commented [SD1]: In their application and on their website they provide a clear description of the scope of their services (e.g. helpdesk, hosting, technical assistance, courses).

Commented [SD2]: In their application and on their website they provide a clear description of the thematic areas they cover.

Commented [SD3]: In their application and on their website they provide a clear statement of the audiences they serve (e.g. humanities scholars, infrastructure operators, ...)

Commented [SD4]: The knowledge sharing activities they offer (proactive and reactive) should be registered in the CLARIN Knowledge Sharing Registry (see comment 3 in [CE-2014-0419-Knowledge-Centres](#)) and kept up-to-date.

Commented [SD5]: They serve the CLARIN community at large (as opposed to operating just at the national level), and offer their services at least in English.

Commented [SD6]: At least part of their knowledge services are reactive (i.e. they react to requests from customers, as opposed to e.g. just offering a website with useful information).

Commented [SD7]: They respond to queries and requests within 2 working days (at least acknowledgement and info about further procedure).

Commented [SD8]: In their application for recognition they should list 5 major publications over the last 3 years in the thematic areas covered.

Commented [SD9]: They should have sufficient critical mass consisting of at least 1 chair or 3 fte permanent staff (see comment 1 in [CE-2014-0419-Knowledge-Centres](#)), which may be distributed over different physical locations, not necessarily in the same country.

Commented [SD10]: They should have sufficient critical mass consisting of at least 1 chair or 3 fte permanent staff (see comment 1 in [CE-2014-0419-Knowledge-Centres](#)), which may be distributed over different physical locations, not necessarily in the same country.

Commented [SD11]: If the centre is virtual (i.e. spread over different institutions) the application has to specify the participating institutions and to provide a description of the way the collaboration between the centres is organized to ensure that they can act as one knowledge centre.

Commented [SD12]: If the centre is virtual (i.e. spread over different institutions) the application has to specify the participating institutions and to provide a description of the way the collaboration between the centres is organized to ensure that they can act as one knowledge centre.