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| **Title** | CLARIN K-Centre Application Form | CLARINERIC_nosub |
| **Version** | 9.4 |
| **Author(s)** | SK |
| **Date** | 2020-06-09 |
| **Status** | Public |
| **Distribution** | Website |
| **ID** | CE-2014-0419 |

**Background**

One of the building bricks of the CLARIN Knowledge Sharing Infrastructure are knowledge centres (abbreviated K-centres). Their role is to provide a place (physical or virtual) where people (both researchers or educators using the infrastructure and those who help building or operating it) can get cross-border access to knowledge and expertise in specific areas. They can be

* physical: a group of people in one physical location or institute

or virtual: people spread over various locations in one or more countries;

* narrow: specialized in one topic (e.g. speech analysis, treebanking, Polish language technology)

or broad: covering a variety of topics with a common denominator (e.g. the languages of Sweden);

* and are expected to offer a mix of proactive and reactive services.

The instruments they use may vary. Knowledge centres may or may not offer technical infrastructure or data services as well (e.g. as a CLARIN A- or B-centre, but this does not play a role for the application) and may be located in or outside CLARIN ERIC countries.

**Criteria**

The criteria for being recognized as a K-centre are the following (in some cases a simple confirmation is sufficient):

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| 1. ***Proposed full name in English:*** *(the name must contain “CLARIN Knowledge Centre” or “CLARIN K-Centre”, and it should reflect the main theme(s) covered by the centre)* |
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| 1. ***Proposed short name or acronym:*** |
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| 1. ***Host institution*** *(name, location, website)* ***and main contact(s) for this application*** *(name and email; answer question 15 if distributed):* |
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| 1. ***Themes:*** *(please provide a clear description of the thematic areas you cover)* |
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| 1. ***Scope:*** *(please provide a clear description of the scope of your services (e.g. helpdesk, hosting, technical assistance, courses, video lectures)* |
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| 1. ***Website URL:*** |
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| 1. ***Website content:*** *(please provide a first draft of) the welcome page of your K-centre; as for the content of this website one could think of the following potential building bricks (the selection of which may also be dependent on the theme): description of what is offered, guide for getting started, documentation, relevant standards, instructions and guidelines, walkthrough, online tutorial, FAQ, wiki or other forum for discussions, contact details. The landing page should be in English, and all other pages should be available at least in English.* |
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| 1. ***Audiences:*** *(please provide a clear statement of the audiences you serve, e.g. humanities scholars, historians, (computational) linguists, citizen scientists, infrastructure operators, ….)* |
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| 1. ***Registration:*** *(the knowledge sharing activities you offer (proactive and reactive) should be registered in the CLARIN Knowledge Sharing Registry and kept up-to-date by the applicant; please confirm your willingness to do so (you will receive instructions once your application has been approved)* |
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| 1. ***International:*** *(please confirm your willingness to serve the CLARIN community at large (as opposed to operating just at the national level), and to offer your services at least in English)* |
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| 1. ***Reactive and proactive:*** *(please confirm that at least part of your knowledge services are reactive, i.e. they react to requests from individual customers, and not just a website with useful information)* |
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| 1. ***Response time:*** *(please confirm that you will respond to queries and requests within 2 working days (at least acknowledgement and info about further procedure)* |
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| 1. ***Publications:*** *(please list at least 5 major publications over the last 3 years in the thematic areas covered)* |
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| 1. ***Critical mass:*** *(please confirm that you have sufficient critical mass consisting of at least 1 chair or 3 fte permanent staff (but see comment below), which may be distributed over different physical locations, not necessarily in the same country)* |
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| 1. ***Distributed:*** *(If the centre is virtual (i.e. distributed over different institutions) please specify the participating institutions (name, location, website), their specific contributions, and provide a description of the way the collaboration between the centres is organized to ensure that you can act as one knowledge centre; indicate which institution and which person will serve as our main contact)* |
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| 1. ***Any other specific comments:*** |
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**Application process**

Applications (see comments below) to be recognized as a CLARIN K-centre should be submitted by the head of the institution(s) and send to [k-centre-application@clarin.eu](mailto:k-centre-application@clarin.eu), using this form. They will be reviewed by the CLARIN Knowledge Sharing Infrastructure Committee, which will send feed-back or requests for clarification to the applicant and make its recommendation to the CLARIN ERIC Board of Directors.

The recognition will be valid for three years. Recognized K-centres will be listed on the CLARIN website.

***Comments***

1. KS registry: You will receive instructions on how to feed your details into the registry and maintain your date when your application has been processed.
2. Critical mass: It has been pointed out to us that in some countries the existence of a chair in an area has no predictive value for the critical mass, and that fte permanent staff would count as a better measure. On the other hand, we know that e.g. in German universities permanent positions are only available for professors, and that the average professor comes with a cloud of PhD students and Postdocs on temporary contracts. Rather than to embark on a bureaucratic exercise to develop objective and universal criteria for critical mass we hope that the two criteria mentioned will lead to a common interpretation of what is meant by critical mass: properly anchored in the organization, and not based on individual hobby horses. Please note that the critical mass requirement serves to ensure sustainability of the K-centre and leaves completely open how much effort the centre will put into providing the services.