

## Certificate of Appreciation

To whom it may concern,

We would like to recognize the outstanding contribution, effort, and dedication of Matthew Cottrell to our team as a volunteer Senior research assistant for the CoronaNet Research Project. Matthew was active with our project from 2020-03-28 to 2022-10-15 and, in that time, coded and updated policy information for United States and Senegal and Latvia and Poland. Without the support of our dedicated RAs, such as Matthew Cottrell, we would not be able to sustain our pace of policy documentation which, to date, counts more than 100 thousand policies from virtually every country in the world.

The CoronaNet Research Project is working to gather comprehensive and global data on government responses to the COVID-19 crisis. This work includes gathering information about which governments are responding to the coronavirus, toward whom policies are targeted (e.g. other countries), the types of policies enacted (e.g. travel restrictions, banning exports of masks) and their timing and duration. For more information, see [www.coronanet-project.org](http://www.coronanet-project.org).

Matthew has been a country expert for United States and Senegal and Latvia and Poland. This role involves researching and creating a comprehensive overview of government policies enacted in United States and Senegal and Latvia and Poland as well as collecting and entering new and updated policy information related to COVID-19. Becoming a country expert requires passing a series of trainings on how to code data in the CoronaNet database, which uses a custom Qualtrics survey instrument, keeping up with policy coding on a weekly basis, and attending weekly country- or regional coordination meetings as well as project-wide meetings.

Based on their performance and experience, RAs are promoted, first to Advanced RAs and then to Expert RAs. Our senior-most RAs position is that of Senior RA, which is the position currently held by Matthew. The role involves coding an exceptional number of 500 policies or more and being engaged as a research assistant for at least 12 months. Senior research assistants have gained profound knowledge of PHSM data and the CoronaNet dataset. They facilitate the development of the taxonomy and the project structure, and train other research assistants. With their outstanding expertise, they play a pivotal role in the success of the project.

In addition to being a country expert, Matthew took on the following additional roles within CoronaNet:

- **Internship:** Matthew has joined and successfully finished an internship program as part of their work for CoronaNet. Through an internship, Research Assistants get an insight into, and contribute to, special projects and managerial aspects of CoronaNet. Interns are expected to participate consistently in CoronaNet activities and show initiative in taking on new tasks and projects.
- **Country Manager:** This role involves leading a group of RAs. It involves oversight and support of RAs, including conducting regular performance and activity appraisals to guarantee the development of a consistent and up-to-date dataset. Regional Managers are the first point of contact for RA questions regarding research and organizational issues. The role requires a profound knowledge of the construction of the dataset and strong leadership and management skills in order to foster a team spirit among the RAs, enhance their motivation, and develop a positive work environment.

- Matthew participated in a credit-bearing internship through Nazarbayev University (Kazakhstan), earning 6 ECTS credits. Through an internship, Research Assistants get an insight into, and contribute to, special projects and managerial aspects of CoronaNet, working closely with members of the international team. Interns are expected to contribute 120-140 hours of independent work towards CoronaNet activities and to show initiative in taking on new tasks and projects.
- Data Integration Advisor: This role involves assessing at least 250 policies and integrating more than 200 policies from other datasets as a research assistant. Data Advisors have gained substantial experience in evaluating and coding external PHSM data into the CoronaNet dataset.

In conclusion, we would like to reiterate our thanks to Matthew Cottrell for supporting these important and time-sensitive collection efforts and for being part of the CoronaNet community.



Luca Messerschmidt, Principal Investigator

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