



# UF Health Cancer Center Membership Policy

Effective Date: 10/21/2020

The following are responsible for the accuracy of the information contained in this document

**Responsible Cancer Center Official:** Deputy Director

**Responsible Office:** Office of Research Administration

**Administrative Contact:** Jacob Harmer

Email: [ResearchAdmin@cancer.ufl.edu](mailto:ResearchAdmin@cancer.ufl.edu)

Contact Phone: (325) 273-5981

The University of Florida Health Cancer Center (UFHCC) exists to organize promote and support the growth and enrichment of all areas of cancer research at the University of Florida. Cancer Center membership is available and encouraged for all University of Florida investigators holding a faculty appointment and actively engaged, or demonstrate interest, in cancer-focused basic, clinical, translational, and population-based research in alignment with Cancer Center's mission and strategic plan. Eligibility and privileges are based on the applicant's current level of cancer-focused research and affiliation with UFHCC. Research activities of the center are organized into defined programmatic areas. Current UFHCC research programs are Mechanisms of Oncogenesis (MOO); Cancer Therapeutics and Host Response (CTHR); and, Cancer Control and Population Sciences (CCPS).

## Application Process

The current Cancer Center application is located on the UFHCC website ([cancer.ufl.edu](http://cancer.ufl.edu)). On the Research Programs page is a complete description of our Research Programs, Leaders, Specific Aims and current membership. Faculty who complete and submit an online application with all requested information fulfilled will be evaluated for membership on an individual basis.

For faculty interested in joining the Cancer Center it is important that before you submit your application please be sure to read and understand the complete Membership Policy, and each program's mission and research focus. Please complete all required fields, including which research program you feel your research best aligns with, and submit the following attachments:

1. Current NIH Biosketch that includes the public myNCBI link
2. Current Curriculum Vitae
3. A completed Cancer Relevance statement form

The cancer relevance statement should highlight how your current research is cancer focused. The link to cancer should be clearly stated and should contain sufficient details on impactful publications, research, and how the work is related to cancer or contributes to the overall mission of the Cancer Center. This is necessary in order for reviewers to get a full understanding of your past and current research contributions.

By applying for Cancer Center membership, you grant permission for the UFHCC Office of Research Administration to access your UF research portfolio. These data will be used in the membership review process and administrative reporting for Cancer Center Support Grant (CCSG) as required by the National Cancer Institute.

## Application Review

Submitted applications from faculty will be reviewed by Cancer Center Research Administration to ensure completeness and then forwarded to the Deputy Director for initial review. The Deputy Director, or designee, will send the application to the Program Leader(s) and copy Associate Director of the program most relevant to current research interests indicated in the application for approval of programmatic research alignment.



The candidate's application will be presented by the program's Associate Director at the UFHCC weekly Executive Committee meeting and a recommendation for Center membership and membership level will be made by the committee to the Cancer Center Director for approval. The Director has final authority on approval, disapproval, or termination of membership. The new member will be contacted by the Cancer Center Director, Program Leader(s) and the Cancer Center Research Administration office to welcome the member into the Center. The Program Leader will announce the new member at the following monthly Senior Leadership meeting.

## **Membership Categories**

The two categories of membership are Full Member and Associate Member. An individual's level of membership is determined based on the eligibility requirements defined by Cancer Center Leadership, as described below:

### **❖ Full Member**

Full Members are faculty who are actively participating in basic, translational, clinical, or population-based cancer-relevant research on a regular and ongoing basis, and are making contributions to the mission of the Center through their cancer-related research activities. Although the expectation is that most members will hold peer-reviewed funding, members without peer-reviewed funding may contribute to Research Programs in a number of ways. Criteria for Full Membership include the following:

Perform cancer-relevant research as a major focus of their professional career; plus, at least one of the following:

- i. Have current peer-reviewed extramural support for their cancer relevant activities, or
- ii. Serve as PI of an active investigator-initiated interventional trial (IIT), or
- iii. Serve as the national chair of a multi-site interventional clinical trial, or
- iv. Hold a key UFHCC leadership or team science position (e.g. shared resource leader, biostatistician supported by cancer-relevant grants, etc)
- v. Is an early-stage investigator\* on start-up funds or career-development awards

### **❖ Associate Member**

Associate members are faculty who are developing cancer-related research projects or collaborations, senior faculty changing career focus, active clinical investigators involved in clinical trial accrual activities, faculty who play key roles in ongoing advising or consulting activities through a supporting role, or who otherwise contribute to the mission of the Cancer Center, but do not meet the criteria for Full Membership. Associate members typically meet one or more of the following criteria:

- i. Individuals who play a significant scientific role as team science member or as co-investigators in support of externally funded research projects with other Full Members
- ii. Individuals who have active membership in scientific meetings organized by cancer-related associations (e.g., AACR, ASCO, ONS, ACS, ASH, ASTRO, etc.) and have presented nationally in the last two years prior to applying for membership
- iii. Clinical researchers actively collaborating with Full Members, but have themselves not developed clinical protocols
- iv. Clinical researchers who contribute to patient accrual in cancer-related clinical trials
- v. Individuals who contribute to furthering the Cancer Center's mission through community engagement, education and/or philanthropic activities

## **Other Considerations**

Non-Faculty or individuals who are engaging in cancer focused research with cancer relevant peer-reviewed funding that do not meet the above outlined criteria, or who provide significant contributions to the Cancer Center mission will be reviewed and considered on a case by case basis and evaluated for membership at the discretion of the Director.



\*Early Stage Investigators (ESIs) are full-time faculty within the first five (5) years of initial academic appointment, with one of the following:

- i. Have a UFHCC commitment of funds, resources, and/or space as part of a recruitment package
- ii. Have an academic rank of assistant professor, research assistant professor, or clinical assistant professor
- iii. Be eligible to apply as a Principal Investigator for external peer-reviewed funding from national agencies (e.g., NCI, NIH, ACS, DOD, NSF)

ESIs are encouraged to apply for full membership.

At the discretion of the Director, the ESI term can be consecutively extended for up to an additional five (5) years.

For purposes of reporting to the National Cancer Institute (NCI), full members and selected other members shall be included in the CCSG.

### **Benefits and Privileges of Membership**

Benefits for members are based on the current membership level assignment, which can change between the levels based on individuals active cancer focused research activities. Based on research interests, all UFHCC members are encouraged to actively participate in one of three UFHCC research programs: MOO; CTHR; and CPS.

All UFHCC members, regardless of level, are invited to participate in regularly scheduled UFHCC scientific seminars, retreats, and symposia. Each program conducts monthly research meetings and all members are encouraged to attend and participate in efforts of the Program Leadership to stimulate collaboration among program members, and between the different programs.

### **UFHCC Full Member Benefits:**

UFHCC Full Member benefits include ALL Associate Member benefits as well as:

- Co-Pay support for Flow Cytometry & Confocal Microscopy and Next Generation Sequencing Shared Resources

### **UFHCC Associate Member Benefits:**

- Access to UFHCC program meetings
- Access to UFHCC Research Pilot programs
  - UFHCC twice annual traditional Pilot program
  - UFHCC Special Call Announcements
- Access to UFHCC Research Program Pilot program
- Access to UFHCC A1 Accelerator Award program
- Access to Florida Consortium of NCI Centers Program funding opportunities
- Access to Biostatistics and Quantitative Sciences, Flow Cytometry & Confocal Microscopy, and Next Generation Sequencing Shared Resources
- Access to clinical research support services
- Participation in disease site-specific clinical practice and research teams
- Collaborative funding opportunities
- LOI, grant and publication support
- Scientific Enrichment and Scholastic opportunities:
  - UFHCC Oncology Grand Rounds
  - Topics in Cancer Seminar series
  - General membership retreats and symposia



- Community engagement opportunities

### **Term of Membership**

Membership is reviewed no less frequently than annually. Program alignment of membership is reviewed at the time of UFHCC membership appointment and as part of the annual review process. Recommendations for reappointment of members and program alignment are presented at the Executive Committee by the appropriate Associate Director, with prior endorsement from the Program Leaders. The Director will then make a decision on approval based on the information presented in the process. Reviews of individual membership levels to include peer-reviewed funding are made on an ongoing basis following the same process and are reported with other data updates to program leadership on a quarterly basis.

### **Responsibilities of Membership**

Members of the UFHCC are expected to actively participate in cancer-focused research and collaborate with other Cancer Center members. Responsibilities of membership include the following:

- Participate in cancer center leadership opportunities:
  - Service on committees
  - Scientific leadership for shared resources
  - Clinical trial participation
  - Research Program engagement and Working Group involvement
- Annually submit an updated NIH Biosketch
- Acknowledge membership in UFHCC, the use of Center space, Shared Resources, and other assistance as appropriate, in research publications
- Participate in symposia, seminars, and presentation of original science
- Make commitment to interdisciplinary research efforts
  - Co-authoring with UFHCC colleagues in peer reviewed publications and grant applications, where applicable
- For members occupying UFHCC-controlled space, allocate the majority of the Center portion of the indirect costs recovered to the Cancer Center
- For members occupying space not under the control of the Cancer Center, allocate a percentage of the Center portion of the indirect costs recovered to the Cancer Center
- Provide copies of cancer related grant/contract applications to facilitate Center planning for research programs and interdisciplinary initiatives
- Provide periodic updates of publications, research support, and other information that may be needed to fulfill requirements for NCI reporting requirements
- Submit all clinical research protocols through the UFHCC Clinical Research Office and for review by the SRMC (Scientific Review and Monitoring Committee) and DISC (Data Integrity & Safety Committee)
- Participate in Research Program meetings and retreats
- Serve on Cancer Center committees

The Cancer Center Research Administration team will maintain membership information and facilitate recruitment of new members.