



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Administrative services provided to faculty

Policy Type:
Administrative Services

Policy Owner(s):
Administrative Services Manager

Policy contact:
[Jean Jacoby](#)

Revised:
Reviewed: 2/14/18
Effective Date: 11/16/15

POLICY STATEMENT

The Masonic Cancer Center (MCC) provides administrative support services to faculty members who home their grants in the cancer center

Basic Support Services Include

- Expense reimbursement processing
- Procurement card reconciliation
- Assistance with scheduling MCC-related group meetings and conference room scheduling
- Assistance with maintenance of CV and biosketch
- Mail delivery to a shared departmental mailroom.
- Access to duplicating equipment
- Priority access to MCC managed conference rooms
- Annual computer support charges (service provided by AHC-IS)
- Telephone equipment, installation and move charges
- Business cards
- MCC letterhead and envelopes
- Academic business expense account management (Department of Medicine faculty)

Additional Support Services Include

- Administrative support services for multi-project and training grants housed in the MCC will be provided by the cancer center as negotiated.
- Additional assistance, beyond listed above may be provided with support of student workers at the expense of faculty member. Current student hourly rate is approximately \$10.00/hour.