

ADMINISTRATIVE POLICY

MCC Membership Process

Policy Type:
Operations

Policy Owner(s):
Operations Director

Policy contacts:
schil226@umn.edu

Revised: 11/1/17
Reviewed: 4/15/18
Effective Date: 11/1/17

POLICY STATEMENT

1. OBJECTIVE

- a. This procedure describes the methods to be used for managing the center's membership process including the submission of applications, review of membership criteria, and ongoing evaluation of research program membership.
- b. This procedure is in place to clearly identify the process for becoming a member, the benefits to being a member, and the evaluation criteria for ongoing management of the center's membership. It is intended to meet NCI description of managing a center-wide membership process.
- c. Membership is open to all active University of Minnesota faculty and staff or individuals at other organizations and in the community who have made significant contributions in terms of time, effort or resources to the Masonic Cancer Center.

2. RESPONSIBILITIES

- a. This policy applies to all members and potential members. The membership process is overseen by the director in consultation and coordination with the Executive Committee, which consists of Associate Directors and Program Leadership.

3. REFERENCED REGULATIONS AND GUIDELINES

- a. Current MCC membership directory
<https://omis.cancer.umn.edu/info/members/>
- b. NCI CCSG Guidelines: updated 12/21/2016
<https://grants.nih.gov/grants/guide/pa-files/PAR-17-095.html>

4. DEFINITIONS

- a. **Member:** Members are defined as individuals that interact with or participate in cancer-related research activities. There are three categories of membership in the Masonic Cancer Center: full members, adjunct members, and affiliate members.
 - i. **Full members** must have faculty rank at the University of Minnesota (Assistant Professor or above on the tenure or non-tenure track), have a commitment to cancer research, have published peer-reviewed cancer-related research, and/or cancer-related research funding.
 - ii. **Adjunct members** are investigators from outside the University of Minnesota who have an ongoing affiliation with a program of the Masonic Cancer Center and who collaborate in Masonic Cancer Center research.
 - iii. **Affiliate members** are University of Minnesota faculty or staff who contribute to the overall mission of the Masonic Cancer Center in the areas of research, education, patient care and/or community outreach.

5. PROCEDURES

- a. General Information

- i. The center-wide membership roster is reviewed on an annual basis by Program Leaders, Associate Directors, and the Center Director.
 - ii. Membership rosters are maintained by MCC Administration for each Research Program.
 - iii. Final membership rosters are signed off on annual basis, during the CCSG non-competing continuation submission.
- b. Application Process
 - i. Individuals may apply for membership through submission of the Masonic Cancer Center Application for Membership.
 - 1. Complete the membership application (see attachment)
 - 2. The applicant will include a statement to the Masonic Cancer Center Director regarding his/her primary/other area of interest in cancer.
 - 3. If all criteria are met, the candidate will be appointed to the appropriate membership category and program area.
- c. Membership Selection
 - i. Membership applications are collected and reviewed at Executive Committee meetings held every other week.
 - ii. Research Program members are selected by the Executive Committee based upon the following criteria: peer-reviewed funding and/or leadership in clinical trials, and participation in a cancer center research program. New faculty recruits with research interests that align with one of our programs may also be eligible for research program membership.
 - iii. The Executive Committee and appropriate Program Leaders assign a member's program affiliation based on the review of the above criteria.
- d. Responsibilities of Membership.
 - i. Members are required to fulfill one of these on an annual basis to maintain membership.
 - 1. Work with other members of the Masonic Cancer Center to develop and participate in research, education, and clinical and service programs
 - 2. Acknowledge Masonic Cancer Center membership in cancer-related publications and presentations
 - 3. Notify Masonic Cancer Center Administration of cancer-related intramural proposals and/or extramural grant applications in which the member is or plans to be involved
 - 4. Obtain approval of Masonic Cancer Center administrative offices prior to use of Masonic Cancer Center Resources
 - 5. Provide information required for NCI Cancer Center Support Grant reporting
 - 6. Participate in philanthropic activities
- e. Membership Benefits
 - i. Masonic Cancer Center members, in addition to the ability to use shared resources, may be eligible to:
 - 1. Receive an allocation of Masonic Cancer Center coordinated space to conduct research, education or patient care
 - 2. Receive cancer center core grant funds
 - 3. Obtain philanthropic funding from the Masonic Cancer Center for cancer research
 - 4. Apply for national competitive grants coordinated by the Masonic Cancer Center
- f. Membership Renewal
 - i. Masonic Cancer Center membership will be reviewed annually by program leadership and automatically renewed if the member meets the minimum responsibilities of membership.
 - ii. Not meeting responsibility of membership will result in receipt of a letter requesting compliance, then if the member does not comply, the member will lose membership and access to membership benefits.
 - iii. Review of membership category will occur annually to confirm members are appropriately categorized.

Attachments:

MCC Application for Membership

Masonic Cancer Center, University of Minnesota

Application for Membership

Name (Last) (First) (MI)			Department/Division	
Degree	Title	U of M Emp ID#	Mailing Address (MMC or Room# & Bldg)	(Del Code)
Telephone		Email	Office Location (Room #)	(Bldg)
Affiliation (e.g. School, College, Hospital)			Non University business address (if applicable)	

Areas of Interest

Identify **one** area of primary interest with a "1" and, if appropriate, areas of secondary interest with a "2."

Research Programs

- Carcinogenesis and Chemoprevention
- Cellular Mechanisms
- Genetic Mechanisms
- Immunology
- Screening, Prevention, Etiology and Cancer Survivorship (SPECS)
- Transplant Biology and Therapy

Clinical Disease Areas

- Bone/Soft Tissue Cancer
- Breast Cancer
- Childhood Cancer
- Colorectal Cancer
- Familial Cancer
- Gynecologic Cancer
- Head & Neck Cancer
- Hematologic Malignancies
- Neuro-Oncology
- Pediatric Brain Tumor
- Skin Cancer/Melanoma
- Thoracic Cancer
- Urologic/Prostate Cancer
- Other _____

Briefly state your current specific area of scientific interest or expertise. (For MCC website)

Are you the PI of any active cancer-related grants and/or leader of an active cancer-related clinical trial?

- Yes No

If yes, please provide additional information below and indicate in your Biosketch/CV accordingly:

Applicant Signature

Dated _____

Submit application with evidence of peer-reviewed grant support and/or evidence of patient care, teaching or cancer control activities (for example, NIH Biosketch or curriculum vitae and to:

Masonic Cancer Center, University of Minnesota
612-624-8484, email: jacob016@umn.edu

Mailing Address:
MMC 806
420 Delaware Street, SE
Minneapolis, MN 55455

Location:
754 MCRB
425 River Road
Minneapolis, MN 55455

For Office Use

Received:

Approved as:

- Member
- Adjunct Member
- Affiliate Member
- Research Member Assignment
Program(s) _____

AD/Program Leader Signature/Approval:

Date: