

# Stephenson Cancer Center

## Membership Policy

Investigators at the University of Oklahoma (OU Health Sciences Center, OU Norman) and other institutions who actively conduct cancer-focused research in the basic, clinical, behavioral and population sciences are encouraged to apply for Stephenson Cancer Center (SCC) membership.

The important role that members play in an NCI-Designated Cancer Center is highlighted in NCI P30 Cancer Center Support Grant (CCSG): *“Selection of members is one of the most critical decisions made by cancer center leadership. Members are selected for their scientific excellence and, just as importantly, for their commitment to work together to further the scientific goals of the cancer center. The expectation is that most members will hold peer-reviewed research funding; however, some unfunded members may contribute to the research objectives of the cancer center in other important ways.”*

The SCC’s Membership Program seeks to reflect this CCSG focus on research excellence, productivity, collaboration and participation.

### Membership Categories

The SCC has three categories of Membership:

- Full Membership (CCSG Inclusion Category)
- Associate Membership (CCSG Inclusion Category)
- Affiliate Membership (Non-CCSG Category)

The research activities of Full and Associate Members are a central focus of the SCC and its P30 CCSG. These activities (i.e., grants, publications, collaborations, participation, shared resource usage) are reviewed on an annual basis by internal (SCC Membership Review Committee) and external (SCC External Advisory Board) committees. In addition, the research activities of Full and Associate Members are evaluated every five years as part of the P30 CCSG competitive renewal. Affiliate Members are investigators who conduct cancer research but: 1) who do not meet the criteria for Full or Associate Membership; or 2) who are housed at an institution other than OUHSC or OU Norman (per NCI rules, only the research activities of investigators at OUHSC and OU Norman can be included in the CCSG).

Membership criteria are described in more detail below:

### Full Membership

Full Members are University of Oklahoma (OUHSC, OU Norman) faculty who substantially contribute to the research of the SCC as evidenced by:

- Attaining independent, cancer-focused, peer-reviewed funding within the last 24 months (see list below for NCI-approved peer-reviewed funding sponsors)
- Serving as Principal Investigator (PI) of an investigator-initiated treatment trial
- Serving as national PI of an NCI-NCTN clinical trial

Full Members should have a substantial record of research productivity and engagement with the SCC.

### **Associate Membership**

Associate Members are University of Oklahoma (OUHSC, OU Norman) faculty who substantially contribute to the research of the SCC as evidenced by:

- Maintaining a significant record of peer-reviewed authorship. Publications must indicate significant center member contribution to the research and content must be directly relevant to cancer.
- Serving as PI on cancer-focused local research funding (e.g., PHF or OCAST grants)
- Actively developing clinical trials
- Making other substantial contributions to cancer-focused research at the SCC
- Serving as PI of a peer-reviewed training grant (e.g., NIH K award, NIH COBRE JPI, etc.)

Associate Members should be active participants in SCC program and center-wide activities. They are expected to make significant efforts to advance towards Full Membership status within three years of initial appointment.

### **Full and Associate Membership – Benefits**

The SCC provides Full and Associate Members with a number of benefits:

- Shared Resources and Cores: The SCC has several Shared Resources and other Core facilities to support cancer research. Depending on the specific resource, Full and Associate Members may receive either a reduced rate or waived fee. Please contact the specific [Shared Resource or Core facility](#) for more details.
- NCI-Funded Research Incentive: Full and Associate Members who are PIs on qualifying NCI grants can receive the equivalent of up to 10% of the incurred annual indirect costs based on expenditures.
- Pilot Grant Funding: Full and Associate Members are eligible to apply for pilot funding opportunities as available. Pilot grant funding is typically awarded through the SCC's research programs. For more information see [Internal Funding Opportunities](#).
- Grant Resubmission Support: The SCC provides funding and other support for Full and Associate Members who receive a competitive, but not fundable, score on a qualifying grant in order to enhance the likelihood of a successful resubmission. For more information contact your Program Leader.

### **Full and Associate Membership – Responsibilities**

All Full and Associate Members are expected to:

- Regularly attend center-wide and program-specific meetings, seminars and retreats
- Participate in the annual Research Symposium
- Serve as scientific reviewers for pilot project applications as needed
- Provide written progress reports for projects supported by SCC pilot project funds

- Give a seminar to share information obtained at meetings/symposia attended with support from the center's funds
- Utilize SCC Shared Resources
- Submit cancer clinical research protocols to the SCC's Protocol Review and Monitoring Committee (PRMC)
- Accrue patients to clinical trials
- Acknowledge SCC affiliation and shared resources, if appropriate, and NCI Cancer Center Support Grant (P30CA225520) in publications, posters, and oral presentations
- Provide updates to the SCC upon request regarding publications, research support (including Notification of Grant Awards), clinical protocols, and/or other information that may be needed to fulfill the requirements of an NCI CCSG application.

## **Affiliate Membership (Non-CCSG)**

Affiliate Members are investigators and clinicians who engage in cancer research at some level but who do not meet the criteria for Full or Associate Membership. This commonly includes SCC clinical faculty whose primary role is the provision of clinical care, including enrollment of patients onto clinical trials. Affiliate Membership is also available to investigators from research organizations other than OUHSC and OU Norman (e.g., Oklahoma State University, Oklahoma Medical Research Foundation, University of Central Oklahoma, etc.) who are interested in and contribute to cancer research activities at the SCC through scientific collaboration or other types of engagement.

## **Applying for Membership: Deadlines, Process, Term of Appointment**

- New Membership applications will be reviewed quarterly (January, April, July and October).
- To be reviewed in the next cycle, new applicants must have their application and related materials submitted by the 1<sup>st</sup> day of the quarter (Jan. 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, Oct. 1<sup>st</sup>).
- Applicants should submit a completed Membership Application Form along with a *Curriculum Vitae* and an updated NIH biosketch via email to: [CancerResearch@ouhsc.edu](mailto:CancerResearch@ouhsc.edu)
- All applicants will receive a letter notifying them of Membership status within 30 days of the application deadline.
- Membership appointments are for three years.
- Members will be reviewed annually by a Membership Review Committee.
- Membership may be revoked, and Membership categories may be reassigned, at any time if criteria are not met.
- The SCC Director has final authority pertaining to Membership assignment, reassignment, and revocation.

Last Revised:  
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## List of NCI-Recognized Peer-Review Funding Organizations other than the NIH:

1. Agency for Healthcare Research and Quality (AHRQ)
2. Alex's Lemonade Stand Foundation (ALSF)
3. American Association of Cancer Research (AACR)
4. American Cancer Society (ACS), (national office only)
5. American Foundation for AIDS Research (amfAR)
6. American Institute for Cancer Research (AICR)
7. California Institute for Regenerative Medicine (CIRM)
8. Cancer Prevention Research Institute of Texas (CPRIT)
9. Center for Disease Control and Prevention (CDC)
10. Central Office of the Veterans Administration (VA) - excluding local/regional awards and "block" grants
11. Environmental Protection Agency (EPA)
12. The Flight Attendant Medical Research Institute (FAMRI)
13. Florida Biomedical Research Program (FBRP)
14. Food and Drug Administration (FDA)
15. Howard Hughes Medical Foundation
16. Leukemia and Lymphoma Society
17. Melanoma Research Alliance (MRA)
18. Multiple Myeloma Research Foundation (MMRF)
19. National Institute for Occupational Safety and Health (NIOSH)
20. National Science Foundation (NSF)
21. New York State Department of Health Wadsworth Center/New York State Stem Cell Science Program (NYSTEM)
22. Patient-Centered Outcomes Research Institute (PCORI)
23. Prevent Cancer Foundation
24. Prostate Cancer Foundation (PCF)
25. Susan G. Komen for the Cure
26. The California Breast Cancer Research Program (CBCRP)
27. The California Tobacco-Related Disease Research Program (TRDRP)
28. U.S. Army (Department of Defense) special research programs\*

**\*Note:** Grants funded through the U.S. Army's, (DOD) special research programs in ovarian, breast and prostate cancer may also be listed in the category of peer-reviewed funded grants.