



A National Cancer Institute  
Designated Cancer Center

## Membership Guidelines

Membership in the Hollings Cancer Center (HCC) is open to all individuals who would like to promote the HCC's mission. The membership criteria listed below has been created to better organize and facilitate the HCC's research initiatives. Applicants must fulfill ALL requirements in the appropriate category.

<b>Research Member</b>	This category designates MUSC faculty who are actively conducting basic, translational, clinical, or population-based cancer research. An individual should be a Principal Investigator (PI) on a cancer-related, peer-reviewed funded research grant and/or a PI of an investigator-initiated trial while accruing a minimum of 10 patients to interventional treatment clinical trials per year. In limited circumstances, this category may include: mid/senior faculty who do not have their own cancer funding but play a significant scientific role as co-investigators with other Research Members and/or hold key scientific leadership positions. Research Members must have recent cancer-related publications in peer-reviewed journals, must be active participants in an HCC research program, and utilize HCC Shared Resources. Research Members are the major focus of HCC scientific programs and are included on the National Cancer Institute Cancer Center Support Grant (CCSG).
<b>Associate Research Member</b>	This category primarily designates junior faculty with non-peer-reviewed, cancer-related research funding or career development awards. Examples include NIH K awards or other similar career development awards, COBRE awards, and ACS IRG awards. The HCC senior and program leadership closely monitor and advise these junior investigators with the goal of transitioning them to Research Member status within two years. This category also includes clinical researchers who are active in enrolling patients and are local site PIs of industry and/or NCI cooperative group-sponsored trials but do not meet the criteria of Research Member. Associate Research members must be active participants in HCC research programs. This category is included on the CCSG.
<b>Affiliate Member</b>	This category is primarily for the following individuals: 1) MUSC junior investigators, including non-faculty investigators (e.g., postdoctoral trainees, instructors, research associates, and non-tenure track assistant professors) who have no active, independent, cancer-related extramural funding but are interested and/or involved in cancer research; 2) MUSC tenured faculty, working in non-cancer related areas who are interested in making their research more cancer relevant; or 3) Investigators at the University of South Carolina, Clemson University, or other higher academic institutions deemed appropriate by the Director, who have initiated early interactions with HCC members and participate in HCC activities. This category is not included on the CCSG.
<b>Clinical Member</b>	This category is designed for MUSC physicians directly involved in HCC's patient care mission but not involved in initiating their own research initiatives and enrolling less than 10 individuals on interventional treatment trials per year. This category is not included on the CCSG.

## **Membership Privileges:**

- Receipt of all HCC publications and communications.
- All members may attend HCC-sponsored conferences, seminars, and retreats at no cost.
- Research, Associate Research, and Clinical members appear on the HCC website (<http://hcc.musc.edu>).
- Members who hold key leadership positions are potentially eligible for salary support from the HCC.
- HCC Members will have priority access to shared equipment, shared resources, and services developed and or supported by the HCC including the Clinical Trials Office. These are continually expanding so please check the HCC website for the latest information. Members who meet the eligibility requirements for Research and Associate Research criteria and are actively a part of the P30 Cancer Center Support Grant will receive subsidies on HCC Shared Resources. The HCC-supported Shared Resources include:
  - Lipidomics
  - Cell Evaluation & Therapy
    - Flow Cytometry & Cell Sorting Unit
    - Cell Therapy Unit
  - Cell & Molecular Imaging
    - Confocal & Multiphoton Microscopy Unit
    - Small Animal Imaging Unit
  - Biostatistics
  - Biorepository & Tissue Analysis
  - Genomics
    - shRNA
- Access to a peer-review mechanism (Protocol Review Committee) for scientific and technical review of oncology clinical research studies involving humans and/or human specimens/data proposed for activation.
- Access to a Data & Safety Monitoring Committee for oncology trials.
- Eligible for potential HCC developmental funds for research pilot projects.
- Eligible for pre- and post-doctoral student research stipends.
- Access to administrative support in submitting research proposals for funding.
- Eligible assignment to HCC laboratory or other research space as available.

## **Obligations of Membership**

- Research, Associate Research and Affiliate Research members must actively participate in one of the following research programs. Participation includes developing new research projects in collaboration with other program members, attendance at HCC research program meetings, sponsored conferences, seminars, *etc.*; authorship of cancer-related manuscripts with other program members, *etc.*

### **Program**

Lipid Signaling in Cancer (*Developing Program*)  
Cancer Genes & Molecular Regulation  
Developmental Cancer Therapeutics  
Cancer Immunology  
Cancer Control

### **Program Leader**

Besim Ogretmen, PhD  
Philip H. Howe, PhD  
Kenneth D. Tew, PhD  
Zihai Li, MD, PhD  
Chanita Hughes-Halbert, PhD

- Clinical Members must actively participate in established HCC multidisciplinary clinics, tumor boards, clinical trial meetings and other HCC-sponsored clinical and educational programmatic activities.
- All members must submit all prospective oncology studies involving humans and/or human specimens/data to the HCC's Protocol Review Committee prior to Institutional Review Board Approval. The policies and procedures for the Protocol Review Committee are available on the HCC intranet.

- All members must provide information on cancer clinical studies (patient data, adverse events, protocol deviations, copies of IRB approval letters, revised protocols, audit reports, *etc.*) regardless if they utilize the HCC Clinical Trials Office or not.
- All members must provide copies of IRB submissions in regards to serious adverse events, protocol deviations, and audit reports regardless if they utilize the HCC Clinical Trials Office or not.
- All members' oncology clinical trials will be reviewed semi-annually for accrual by the Protocol Review Committee (PRC). For trials not meeting their accrual goals per the PRC policy, probation letters will be issued. To avoid closure, members must respond to the probation letter by the deadline given so that the Committee may review the reasonableness of the accrual corrective action plan. Members agree that this committee has the authority to close low- or non-accruing trials. The policies and procedures for the PRC are available on the HCC website.
- Research and Associate Research Members must actively participate in the preparation of the P30 Cancer Center Support Grant application to the NCI.
- Members must provide information on clinical studies, publications, research support and other information needed to fulfill P30 Cancer Center Support Grant requirements.
- Members must acknowledge use of the HCC facilities, shared resources, space or assistance (when appropriate) in research publications and new grant submissions.

### **Application Process**

1. Complete the online HCC Membership Application Form through the HCC website and upload an NIH formatted biosketch including extramural support (C.V. if biosketch not available). Additional information can be obtained by contacting Andie Edwards at 843-792-5489 or [adelman@musc.edu](mailto:adelman@musc.edu).
2. Individual applications will be reviewed by HCC Leadership.
3. Applicants will receive notification of the decision indicating their type of membership.

### **Review and Renewal of Applications**

All Research, Associate Research, Affiliate Research, and Clinical Members will be reviewed annually by the HCC Leadership and they may reassign membership categories based on current review of category criteria and member information. Members must meet all the criteria listed for new applicants in their current membership category or their membership status will be reassigned. Membership recommendations will then be sent to the HCC Director for approval. The Director has final authority on approval, disapproval or termination of membership.

### **Definition of Peer Reviewed, Funded Research that Meets Criteria of a Research Member**

- Awarded individual cancer-related research grants, cooperative agreements and research contracts from the NCI or NIH with the following prefixes: R00, R01, R03, R15, R18, R21, R24, R25, R33, R37, R41, R42, R43, R44, R55, R56, P01, P20, P30s other than the CCSG, P50, SC1, SC2, U01, U10, U19, U54, U56, N01; note career development awards do not count for Research Member category.
- Please see <http://cancercenters.cancer.gov/documents/PeerReviewFundingOrganizations508C.pdf> for a list of other peer-reviewing agencies.