



A National Cancer Institute  
Designated Cancer Center

## Membership Guidelines

Membership in the Hollings Cancer Center (HCC) is open to all MUSC faculty 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.

### Member Categories:

A **Research Member** is a MUSC faculty member who is actively conducting basic, translational, clinical, or population-based cancer research on a regular and on-going basis and meets one of the following criteria:

- Principal Investigator (PI, multi PI (MPI) or Project Leader) on a cancer related, peer-reviewed funded research grant or training grant (i.e., NIH K awards, COBRE awards, or other similar career development awards).
- PI on an investigator-initiated, cancer-focused clinical trial or a Hollings Clinical Scholar awardee.
- Clinician accruing a minimum of 10 patients to interventional treatment (therapeutic), cancer-focused clinical trials per year.
- Faculty at the Assistant/Instructor level recruited to MUSC through support from the HCC within the past three years.
- Faculty who play a critical role in team-based science, support the cancer center's mission and have a consistent record of publishing cancer-related manuscripts in peer-reviewed journals.
- Faculty appointed to a leadership role by the Director of the HCC.

**Research Members** are the major focus of HCC scientific programs and are included on the National Cancer Institute Cancer Center Support Grant (CCSG).

An **Affiliate Research Member** is

- an investigator, including non-faculty investigator (e.g., instructor, research associate, and non-tenure track assistant professors) who have no active, independent, cancer-related extramural funding but are interested and/or involved in cancer research OR
- MUSC tenured faculty, working in non-cancer related areas who is interested in making his/her research more cancer relevant OR
- Investigator 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.

**Affiliate Research Members** are not included on the CCSG and do not appear in member search on the HCC website.

## **Membership Privileges:**

- All members receive HCC publications and communications.
- All members may attend HCC-sponsored conferences, seminars, and retreats at no cost.
- Research Members appear on the HCC website (<http://hcc.musc.edu>).
- Research Members who hold key leadership positions are potentially eligible for salary support from the HCC.
- Research Members will have priority access to shared equipment, shared resources, and services developed and or supported by the HCC, including the Clinical Trials Office. Research Members receive 25% co-payment for usage of the HCC Shared Resources. The HCC-supported Shared Resources include:
  - Lipidomics
  - Flow Cytometry & Cell Sorting
  - Cell & Molecular Imaging
  - Biostatistics
  - Biorepository & Tissue Analysis
- Research Members receive 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.
- Research Members receive access to a Data & Safety Monitoring Committee for oncology trials.
- Research Members are eligible for potential HCC developmental funds for research pilot projects.
- Research Members are eligible for pre- and post-doctoral student research stipends.
- Research Members are eligible for access to administrative support in submitting research proposals for funding.
- Research Members are eligible for assignment to HCC laboratory or other research space as available.

## **Obligations of Membership**

- 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**

Cancer Biology  
Developmental Cancer Therapeutics  
Cancer Immunology  
Cancer Control

### **Program co-Leaders**

Philip H. Howe, PhD; TBD  
Besim Ogretmen, PhD; Michael Lilly, MD  
Zihai Li, MD, PhD; Chrystal Paulos, PhD  
Chanita Hughes-Halbert, PhD; Matthew Carpenter, PhD

- **Research Members** who are clinicians 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 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 and Affiliate 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; training and career development awards (i.e., NIH K awards, COBRE awards, or other similar career development awards) and Hollings Clinical Scholar awards.
- Please see <http://cancercenters.cancer.gov/documents/PeerReviewFundingOrganizations508C.pdf> for a list of other peer-reviewing agencies.