

## UCCCC MEMBERSHIP GUIDELINES

The University of Chicago Medicine Comprehensive Cancer Center (UCCCC) offers membership to faculty, postdoctoral and clinical fellows, medical residents, and graduate and medical students whose efforts support the center's mission to elucidate the determinants of cancer, to develop cures for cancer, to prevent cancer through innovation and collaboration, and to eliminate cancer health disparities. Members are affiliated with one of four research programs, distinguishing them as leaders in the areas of Molecular Mechanisms of Cancer, Immunology and Cancer, Clinical and Experimental Therapeutics, and Cancer Prevention and Control, respectively (see last page for descriptions of the programs). Members also enjoy privileged access to events, services, and funding opportunities. Importantly, the UCCCC is committed to promoting diversity, equity, and inclusion within the cancer research community.

This packet contains information about UCCCC membership categories, member benefits and responsibilities, and instructions for membership application and renewal. **Please direct all questions and concerns to center specialist Rita Spiroff ([rspiroff@bsd.uchicago.edu](mailto:rspiroff@bsd.uchicago.edu)).**

### ***Membership Categories***

There are three UCCCC membership categories (Full, Associate, and Trainee Associate), based on academic status and the degree to which an applicant's research and clinical activities are cancer-focused. Eligibility criteria for each category and associated benefits, are detailed on page 4 of this packet.

### ***Member Responsibilities and Benefits***

- Access to relevant UCCCC research program activities, including seminars, workshops, retreats, and journal clubs.
- Opportunities for collaboration with colleagues across UCCCC research programs, including grants, publications, and clinical trials.
- Depending on the membership type, access to funding and career development opportunities managed by the UCCCC.
- *For clinical investigators:* Members must comply with all policies and procedures of the UCCCC Data and Safety Monitoring Plan as related to the conduct of clinical trials including:
  - Response to and compliance with recommendations of the UCCCC Clinical Trial Review Committee (CTRC) and Scientific and Accrual Monitoring (SAM) Committee and UCCCC-conducted audits.
  - Participation in the UCCCC audit program as an auditor if involved in clinical activity.



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### ***Membership Application and Renewal Processes for Faculty***

New applicants and those seeking membership renewal must complete an online application form. All Full and Associate member applications are reviewed and voted on by the UCCCC Executive Committee. Applicants will be notified as soon as the review is complete.

#### **Access the online UCCCC membership application and renewal form here:**

[https://is.gd/ucccc\\_membership\\_application](https://is.gd/ucccc_membership_application). Be prepared to upload a current PDF version of your *curriculum vitae* and to provide the following information:

#### **Application Type**

- New membership; Membership renewal

#### **Applicant Identification**

- Name
- Other names under which you have published
- UChicago ID number

#### **Membership Type**

- Full, Associate

#### **Academic Status**

- Degree(s) attained
- Current title
- Department

#### **Desired cancer research program affiliation**

Most UCCCC members are affiliated with one of four programs based on the focus of their research. For more information, please visit [www.uchicagomedicine.org/cancer/research/research-programs](http://www.uchicagomedicine.org/cancer/research/research-programs).

\*New applicants are strongly encouraged to contact program leaders, or a member of the UCCCC Executive Committee, to understand the program's scope and the strength of the applicant's alignment.

#### **Cancer-related research activities**

- Summary of your research focus, including relevance to cancer (500 words or less)
- Description of any interdisciplinary or collaborative cancer-related research with other members of the UCCCC (500 words or less)
- Title, IRB# and NCT# of clinical trials for which you are the PI

#### **UCCCC-supported shared resources**

- Please indicate which resources (e.g., Bioinformatics Core Facility, Genomics Core Facility) you use currently or might use in the future.

#### **Cancer-related funding**

- Funding organization (e.g., NIH, ACS, NSF), grant/award title and grant/award number for all cancer-related research funding or training support

#### **Personal contact information**

- Work phone, email and mailing address
- Personal email
- Name and email of administrative assistant, if applicable



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### ***Membership Renewal for Faculty***

- Current membership rosters are reviewed annually, typically at the time of submission of the competing or non-competing Cancer Center Support Grant to the National Cancer Institute (NCI). Continued membership requires documentation of a cancer focus for research, grants and publications, collaboration with other UCCCC members, and participation in UCCCC-sponsored initiatives or activities.
- At the time of faculty reappointment or promotion within their primary departments, UCCCC Full and Associate members must apply for membership renewal. Research program leaders also evaluate the extent to which the investigator has actively participated in UCCCC activities. Reappointment requires approval of the UCCCC Executive Committee.
- An Associate member may become a Full member if s/he receives cancer-related funding, is PI of a clinical trial, increases cancer-related research, or otherwise meets the criteria for full membership. Similarly, a Full member may move to Associate member if her/his research has become less cancer-focused, or otherwise does not meet the designated criteria.
- *For clinical investigators:* If at any time, and following review of circumstances and/or appeal, the Clinical Research Advisory Committee (CRAC) finds an investigator to be noncompliant with the Data and Safety Monitoring (DSM) Plan Guidelines, the CRAC will recommend that the UCCCC Executive Committee suspend membership privileges.

All changes in membership, including suspension of membership privileges, require review and a vote by the UCCCC Executive Committee.



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### ***Enrollment Processes for Trainees***

Those seeking Trainee Associate membership must complete an online enrollment form. Enrollment requests will be processed by the UCCCC education team on a rolling basis. Access the online enrollment form here: [https://redcap.link/UCCCC\\_TAM\\_enrollment](https://redcap.link/UCCCC_TAM_enrollment). Be prepared to provide the following information:

#### **Applicant Identification**

- Name
- Other names under which you have published
- UChicago ID number

#### **Academic Status**

- Degree(s) attained
- Current trainee status
- Department
- Start date of current training (MM-YYYY)
- Expected completion data of current training (MM-YYYY)

#### **Primary Mentor Information (if applicable)**

- Mentor name
- Mentor email

#### **Desired cancer research program affiliation**

Most Comprehensive Cancer Center members are affiliated with one of four programs based on the focus of their research. Trainee Associate members are usually affiliated with the program of their primary mentor. For more information, visit [www.uchicagomedicine.org/cancer/research/research-programs](http://www.uchicagomedicine.org/cancer/research/research-programs).

#### **Cancer-related research activities**

- Brief summary of your current or planned research, noting the relevance to cancer (500 words or less)

#### **Training support**

- Funding organization (e.g., NCI, ACS, NSF), grant/award title and grant/award number for all research funding or training support

#### **Personal contact information**

- Work email and phone
- Personal email and phone
- LinkedIn profile link

## Membership Categories

	Full Member	Associate Member	Trainee Associate Member
<b>Academic Status</b>	Junior or Senior faculty	Junior or Senior faculty	Graduate and medical students, Medical residents, Post-doctoral and clinical fellows
<b>Eligibility Criteria</b>	<p><b>Primary cancer focus</b> in basic, clinical, translational or population research. Evidence of a cancer focus includes one or more of the following:</p> <ul style="list-style-type: none"> <li>• Cancer-related, peer-reviewed funding from a national funding agency</li> <li>• Significant contribution to clinical research (e.g., PI on trials, writing investigator-initiated trials, enrolling large numbers of patients in clinical trials, contributing significantly to publications involving clinical trials)</li> <li>• Publications in cancer-relevant journals as a major contributing author</li> <li>• Extensive collaboration with, and intellectual contribution to, the cancer-focused research of other UCCCC members (significant contribution to peer reviewed program grants, e.g., P or U)</li> </ul>	<p><b>Emerging cancer focus</b> in basic, clinical, translational, or population research and/or makes significant contributions to the research of UCCCC members.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Cancer-focused clinical activities, including:</b></p> <ul style="list-style-type: none"> <li>• Providing clinical care for significant numbers of cancer patients</li> <li>• Participation in cancer-related disease site tumor conferences</li> <li>• Enrolling patients in cancer clinical trials (but not as PI or trial author)</li> </ul>	<p><b>Established or developing cancer focus</b> in basic, clinical, translational or population research.</p>
<b>Eligible Benefits</b>	<ul style="list-style-type: none"> <li>• Formal secondary appointment within the UCCCC</li> <li>• Discounts for UCCCC Shared Resources</li> <li>• UCCCC funding opportunities (e.g., pilot project grants, early-phase research support)</li> <li>• Recruitment support</li> <li>• Mentorship support for junior faculty</li> <li>• Invitation to UCCCC seminars, symposia, and other sponsored events</li> <li>• Assistance with large multi-disciplinary or multi-departmental grants (e.g., P01s, Center grants)</li> </ul>	<ul style="list-style-type: none"> <li>• Discounts for UCCCC Shared Resources (with pre-approval from the UCCCC Executive Committee)</li> <li>• Comprehensive Cancer Center funding opportunities (e.g., pilot project grants, early-phase research support)</li> <li>• Invitation to UCCCC seminars, symposia, and other sponsored events</li> </ul>	<ul style="list-style-type: none"> <li>• Specialized leadership and career development programming</li> <li>• Priority access to UCCCC programs (e.g., Cancer Health Equity Training Program)</li> <li>• UCCCC-sponsored awards and scholarships (e.g., conference travel grants)</li> <li>• Invitation to UCCCC seminars, symposia, and other sponsored events</li> <li>• Alumni network and support</li> <li>• Social events</li> </ul>