UCLA Health | Jonsson Comprehensive Cancer Center

MEMBERSHIP GUIDELINES

Introduction

Cancer Center membership is potentially available to all faculty with their primary appointment at UCLA or partner institution, Caltech. **Members must have a predominant and productive interest in cancer and/or related disciplines, the ability and willingness to contribute to the Cancer Center, and a primary appointment and academic title in the Regular, In-Residence, Adjunct or Clinical Instructor series at UCLA or Caltech.** Application for membership in the Cancer Center is voluntary and connotes agreement by the applicant with the Center's membership expectations (see below).

Cancer Center membership is usually offered only in conjunction with prior departmental appointments; therefore, approval by the applicant's departmental chair is required.

Applicants should indicate on the application form the Cancer Center Program that best fits their primary area of interest. The Cancer Center currently operates six Programs:

Cancer & Stem Cell Biology
Cancer Control & Survivorship
Cancer Molecular Imaging, Nanotechnology & Theranostics
Epigenomics, RNA, & Gene Regulation
Signal Transduction & Therapeutics
Tumor Immunology

Applicants, whose interests lie outside any of the defined Cancer Center Programs, should explain their situation by describing their cancer-related activities briefly on the application form. A limited number of members may be categorized as "Non-Programmatically Aligned", however the majority of members will be assigned to one of the above research programs most closely aligned with their research focus.

Application Review Process

Initial applications for membership are reviewed by JCCC leadership on an *ongoing* basis. In addition, all membership is reviewed by Cancer Center leadership on an *annual* basis. During the initial application and annual review processes, supplemental materials may be requested. Criteria for reviewing applications are included below. Applicants must have a primary faculty appointment at UCLA or Caltech and meet *at least one* of the Primary Evaluation Criteria. Additional consideration will be given to applicants who meet the Secondary Evaluation Criteria.

Primary Evaluation Criteria
- Active peer-reviewed cancer-focused funding
- Cancer-relevant publications during previous three years
- Developing, leading, and accruing to cancer clinical trials
- Junior investigator developing an early cancer-focused program that shows significant promise

Secondary Evaluation Criteria
- Leading cancer training programs/activities
- Cancer-relevant national or community service, such as study sections, consultation to the NCI, voluntary assistance to cancer organizations, etc.
- Services to the JCCC through committee activities, community outreach and engagement activities, etc.

Benefits of JCCC Membership

1. Participation in a highly collaborative cancer-research community

2. Priority access to and subsidized rates for JCCC shared resources and core services*

3. Ability to apply for research space during JCCC space review cycles

4. Access to JCCC Clinical Research Unit (CRU)

5. Support from Communications staff for assistance with press releases and media relations

6. Assistance with fundraising through the Jonsson Cancer Center Foundation (JCCF)

7. Inclusion in JCCC meetings, retreats, symposia, seminars and other events

8. Inclusion in JCCC communications of funding opportunities and other updates

9. Ability to apply for funding through the JCCC Intramural Awards Program**

* Note: JCCC shared resources and core services subsidized rates are not available to members whose primary appointment is at Caltech as subsidized rates are based on internal UCLA faculty rates.

** Note: Under specifically defined circumstances, non-member faculty may also have access to JCCC intramural award program funding opportunities (see separate guidelines for seed grant and fellowship support).

Expectations of JCCC Membership

1. Active participation in programmatic and center-wide activities

2. Service to the JCCC through participation on committees, community outreach and engagement activities, and/or participation with Office of Cancer Training and Education activities.

3. All cancer researchers, whether members or not, must submit their proposed clinical cancer research protocols on which they are the principal investigator through the JCCC's formal two-stage review and approval process. First-stage is to one of 15 Disease Site Groups (DSGs) and second-stage is to the Internal Scientific Peer Review Committee (ISPRC). Only protocols approved through both stages of this formal review process may open at UCLA. We are required by the NCI to peer review all clinical protocols.

4. Adhere to the NIH Data Management and Sharing Policy as applicable, including registration of all necessary and appropriate clinical trials in the ClinicalTrials.gov registry.

5. All members *must* acknowledge JCCC support as appropriate in publications and in presentations/media coverage, etc.

    Include the following acknowledgement in appropriate publications:
    Supported by the NIH/NCI under award number P30CA016042 and used the [name of the CCSG shared resource(s) if applicable]

6. Adherence to the NIH Public Access Policy, all members must obtain a PMCID for all peer-reviewed manuscripts that were directly supported by the NIH, or received direct cost support from the JCCC core grant (i.e., use of JCCC shared resources or Intramural Awards Program funds).

7. Provide all requested documentation in a timely manner to the Cancer Center administrative team as requested for inclusion in the yearly Cancer Center Support Grant reports and submissions.

8. All cancer researchers who receive JCCC intramural awards program funding, whether members or not, must provide annual return on investment updates as requested.

Application Procedures

1. Please carefully review these Membership Guidelines paying special attention to the Member Expectations. Additional information may be obtained, if required by emailing Sarah Anwar Tar (SAnwar@mednet.ucla.edu).

2. Complete the membership application form and all required attachments. Incomplete applications will be returned for completion before review.

   Applications for membership should be submitted electronically to Sarah Anwar Tar (SAnwar@mednet.ucla.edu).

3. Each application will be reviewed by the respective Program Director(s) and approved by the Cancer Center leadership.

4. Members will be notified via email on the outcome of their application review. The review process will generally take about a month. Please contact Sarah Anwar Tar with any questions during the process.