

SUNY Upstate Medical University - Cancer Center Cancer Center Membership Guidelines

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Cancer Center members will be selected for their accomplishments in cancer research or healthcare; their sustained and productive record of research or clinical work in cancer; and their commitment to work together as part of the scientific community at SUNY Upstate.

Membership Categories:

- **Full membership:** available to research and clinical faculty at SUNY Upstate Medical University who are interested in joining one or more of the Cancer Center Research Programs.
- **Affiliate membership:** available to faculty and clinical staff at other institutions. Affiliate members must provide the name of a CCRC full member to act as sponsor for their application.
- **Trainee membership:** available to clinical residents, fellows, postdoctoral researchers, and graduate students at SUNY Upstate Medical University, under supervision of a CCRC full member. Trainees must provide their name of their supervisor, who must confirm the trainee status at the time of application.

Membership Eligibility and good standing:

Full members must be tenured or tenure-track faculty at SUNY Upstate Medical University who can be identified as Principal Investigators for clinical or basic science research. Non-tenure track faculty will be considered for full membership according to their track record of research and/or clinical work in cancer.

Affiliate members from other academic institutions must be tenured or tenure-track faculty at their respective institutions and have similar qualifications to full members. Applicants from institutions that do not have a tenure track equivalent will be considered according to their track record of work in cancer.

Applicants will be expected to have a successful history of cancer-related research or clinical work. Non-clinical investigators shall have a record of peer-reviewed publications and funding in cancer research, participation in scientific conferences/meetings, and education of trainees in cancer-related projects. Clinical applicants shall be involved in treating cancer patients and/or accruing patients to cancer-related clinical trials, as well as training clinical personnel, residents, or medical students in different aspects of cancer care.

Consideration will also be given to certain applicants who do not have an extensive record of research or clinical work in cancer. Examples include junior faculty for which cancer plays a significant role in their nascent research or clinical programs, as well as established faculty who are accomplished in other areas and have developed an interest in cancer, provided they describe how they plan to develop their work in this field.

Trainee members must be involved in research or clinical practice related to cancer at SUNY

Upstate Medical University, under supervision of a faculty member that must hold status as CCRC full member. Trainee members must provide the name and affiliation of their supervisor, who must confirm the trainee status and approve their participation in CCRC activities. Ideally, trainees must have a record of cancer-related training at the time of their membership application, demonstrated through publications, communications to conferences, clinical activity, or description of their doctoral or postdoctoral research project. Trainees and their mentoring faculty can apply for membership simultaneously.

Research program directors will assess annually the participation of the members in their different programs, as well as their record of cancer-related research or clinical care. Program directors will meet with full and affiliate members that do not participate in their programs or do not sustain cancer-oriented activities, to discuss their future in each program and to support corrective actions. Members that do not participate in the research programs or do not sustain cancer-oriented activities for two consecutive years will be considered ineligible and will be withdrawn from Cancer Center membership.

Membership Application:

To become members of the SUNY Upstate Cancer Center, applicants must complete an application form that will request details of their current appointment, desired affiliation in the Cancer Center research programs, and brief description of their background and interests in cancer research or clinical care. Applicants should also provide an up-to-date version of their NIH biosketch, or a full CV if they have no prior NIH affiliation.

At the time of their application, applicants must indicate their desired affiliation with a primary research program ("*Cancer Genetics and Cell Biology*"; "*Cancer Therapeutics*"; and "*Cancer Prevention, Survivorship and Population Health*"). Applicants may also choose a secondary research program if desired. Applicants should be made aware that they will be expected to contribute to their chosen research programs as requested by the program directors.

Applicants for **affiliate membership** shall be sponsored by a full member in good standing at the time of their application. Applicants for **trainee membership** shall be sponsored by their direct supervisor/advisor, who must be a full member in good standing.

All applications will be submitted to the CCRC Membership Committee for revision and approval. Approved applications will be added to the membership roster of the Cancer Center and will be communicated to the research program directors. Applicants will receive a formal communication notifying them of their acceptance and inclusion in their chosen research programs

Duties of Cancer Center members:

All members of the Cancer Center shall maintain regular member status by contributing to research, clinical care, and service activities at SUNY Upstate Medical University. Faculty members will be expected to perform the following activities:

- Update their membership application with a list of new publications, funding, clinical trials, or pilot projects every two years

- Present their research or clinical work at the annual SUNY Upstate Cancer Center Retreat
- Pursue extramural funding on cancer-related research, or, alternatively maintain a cancer-related clinical program
- Acknowledge funding or material support from the SUNY Upstate Cancer Center in presentations and publications, as appropriate
- Participate in at least one Cancer Center committee or task force, as requested by the CCRC Director and the research program directors

Affiliate members will have the same expected duties as full members, with the exception of certain SUNY Upstate-specific committees in which they will not be expected to participate (e.g., faculty hiring, infrastructure, internal scholarships, etc.). **Trainee members** will be invited to participate in committees and perform other activities based on their experience, availability, and support from their advisors. Trainees will not be required to participate in faculty-specific committees or pursue faculty-specific tasks (applications for extramural funding, etc.). Trainee members will be expected to present their work at campus-wide meetings such as the Cancer Center Retreat, Biomedical Sciences Retreat, Charles R. Ross Memorial Student Research Day, etc.

Privileges of Cancer Center full members:

Full members of the Cancer Center will have access to "Cancer Center only" sources of support for academic activities at SUNY Upstate. Specific support includes:

- One- and two-year pilot funding for research projects in the field of cancer.
- Two-year partial support for postdoctoral scholars in cancer research.
- Scholarships for summer students pursuing research or clinical projects in cancer.

Other privileges specific to Cancer Center full members include:

- Priority to invite speakers through the "Distinguished Cancer Researcher" seminar series.
- Priority to submit requests of cancer-related resources and infrastructure (through the research program directors)
- Access to support for cancer-related clinical trials through the SUNY Upstate Clinical Research Unit.
- Promotion of on-campus activities and seminars using Cancer Center communications resources.

Privileges of Cancer Center affiliate members:

Affiliate members will have access to similar privileges as full members; however, these privileges cannot result in the allocation of resources of infrastructure outside SUNY Upstate Medical University. For example, affiliate members can propose cancer-related activities or development of resources to benefit multiple institutions, as long as those activities and resources remain based at SUNY Upstate.

Affiliate members will be particularly encouraged to promote cancer-related activities at their institutions using SUNY Upstate Cancer Center communications resources, to increase regional awareness and enhance inter-institutional collaborations.

Affiliate members will have access to funding support when pursuing joint activities with full members. Specifically, affiliate members will be able to apply for pilot funding for research projects as co-investigator or co-Principal Investigator together with a Cancer Center full member. Funding will be apportioned to the affiliate institution as a sub-award.

Students from affiliate members' laboratories will be particularly considered to take part in the summer scholarship program, under supervision of a Cancer Center full member.

Privileges of Cancer Center trainee members:

Trainee members of the Cancer Center will have access to "Cancer Center only" sources of support for academic activities at SUNY Upstate. Specific support includes:

- Training pilot funding for research projects in cancer.
- Travel support to attend national cancer conferences such as AACR, ASCO, etc.
- Promotion of on-campus training activities and trainee-initiated seminars using Cancer Center communications resources

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