



Cancer Center Administrators Forum

**Spring 2016 Meeting
Fort Worth, TX**

**Sunday, April 3, 2016
1:30 – 3:00 PM**

Rio Grande Ballroom – Worthington Renaissance Hotel

CCSG 101

Moderator: Tim Strawderman, PhD - Director, Cancer Center Administration, UTSW Simmons Comprehensive Cancer Center (Site Visit - October '14)

Panelists:

- Meredith Mullins, JD, MBA – Associate Director for Administration, University of Arizona Comprehensive Cancer Center (Site Visit - January '16)
- Christine Scarcello, MBA – Director for Research Operations, Ohio State University Comprehensive Cancer Center (Site Visit - May '15)
- Jeanine Stiles – Chief Administrative Officer, UC Davis Comprehensive Cancer Center (Site Visit - March '16)

1. Pre-Planning 15 minutes – Tim Strawderman

- a. Timelines
- b. NCI Pre-Application Visit
- c. Organizing for ASSIST

2. Production of the Application 10 minutes - Jeanine Stiles

- a. From the EAC – Retreat – Submission
- b. Reading the PAR
- c. Set up your team – Pre-submission meetings
- d. Creating the Draft Templates for:
 - i. Programs
 - ii. Cores
 - iii. CPDM

- iv. Administration & Senior Leaders
- v. Planning & Evaluation
- vi. Developmental Funds
- vii. Director's Overview

- e. Document Collaborations
 - i. Collaborative Grants
 - ii. Retreats, Meetings & Seminars
 - iii. Publication Manipulations
 - 1. Total Count
 - 2. Selecting Publications for:
 - a. Programs
 - b. Cores
 - 3. Agree on standard citation format

- f. Data Table – Devil in the Details 10 minutes – Jeanine Stiles
- g. A Brief History of Submitting in ASSIST – UCDCCC Experience

3. The Site Visit

20 minutes – Meredith Mullins

- a. Application Only Review
 - i. Only under certain conditions
 - 1. Currently funded Cancer Center
 - 2. No change in Director since last review
 - 3. Excellent score or higher at last review
 - 4. Must review with NCI Cancer Center's Program (unlikely to be permitted for those requesting over budget caps)
- b. Preparing for the Site Visit
 - i. Setting the Agenda with the NCI SRO
 - ii. Pre-Site Visit Materials to send to SRO
 - 1. Proposed Agenda, List of Persons Available at Site Visit, Directions to Center, Requesting Consortium, Requesting Comprehensiveness
 - 2. Expect last-minute requests and clarifications
 - 3. 4 – 6 weeks prior: Sample of Protocols
 - iii. Program Presentation Templates
 - iv. Briefing Books and Jump Drives
 - v. Script: Yes or No
 - vi. Posters???
 - vii. Resource Table: Start early
- c. Selecting the Venue
 - i. Proximity to Clinical Trials Office and cores
 - ii. Room comfort and convenience for reviewers
- d. Practice, Practice, Practice
 - i. Time is the essence – time all practices
 - ii. Coaching and/or coaches
 - iii. Dress Rehearsals
- e. Important Considerations
 - i. Stage Management
 - ii. Managing the Day
 - 1. Be prepared for unexpected requests – they will occur!
 - iii. Administrative Review
 - 1. Be prepared for anything
 - 2. Strategic Plan
 - 3. Consortium documents
 - 4. Metrics, financial data/reports, organizational chart
 - 5. Database screenshots or demo
 - iv. Clinical Trials Visit: actual or virtual
 - v. Shared Resource Visit(s)

4. Follow-up

- a. Draft Site Visit Report – Review carefully
- b. NOA – Review carefully for inaccuracies