

UPCI Policy

Responsibilities of Associate Directors and Executive Leadership Committee (Associate Directors, UPCI Deputy Director, UPCI Director)

UPCI Shared Resources (SR) provide essential services to UPCI investigators and contribute substantially to the Cancer Institute's research mission. As of September, 2012, the UPCI executive leadership team, including the UPCI Associate Directors and the UPCI Deputy Director, has been assigned responsibility for providing oversight for Shared Resources. The Executive Leadership Group advises the UPCI Director on matters related to UPCI shared resource operations and planning. The committee reports directly to the Director of UPCI.

The full Research Executive Leadership Committee meets at least monthly. A subcommittee, that includes the Associate Director for Research Administration, Associate Director for Basic Research, and the Associate Director for Translational Research meets monthly or bi-monthly as needed. UPCI Executive Leaders will review SR operations and planning and based on their reviews, will provide recommendations to enhance Shared Resource services, prioritize requests for new equipment acquisition, and recommend interactions with other Shared Resources on campus and elsewhere that may improve service. As particular concerns arise, the committee may also be asked to review and make recommendations as requested by the UPCI Director.

UPCI Executive Leaders are appointed by the UPCI Director.

Responsibilities of UPCI Executive Leadership members include:

- Attend annual advisory committee meetings for shared facilities with oversight role
- Review and approve the 3-year strategic plan and annual progress report for each Facility
- Review and approve justifications for purchase equipment exceeding a cost of \$50,000
- Advise UPCI on emerging new technologies, assigning merit and priority based research demand, to identify emerging technologies and new Shared Resources that have significant researcher interest that should be supported by UPCI as developing cores
- Perform an in-depth review of each UPCI Shared Resource (financials, user logs and annual usage summaries, user surveys), on a rotating basis for each shared facility not to exceed once every 4 years, to identify and recommend cores that continue to provide outstanding services and should continue to be supported, identify deficiencies in Resources that need to be addressed, and to identify Resources that no longer serve the UPCI community and should be closed
- Identify and recommend strategies for outsourcing costly technologies when internal needs do not justify establishment or continuation of an existing Shared Facility
- Work with the Associate Director for Research Administration to review benchmark data for Shared Resources established in other premier comprehensive cancer centers, in order to compare best practices, cost, access, procedures, and scope
- Review and approve UPCI policies for managing Resources
- Review and select Pilot Projects for funding that will most effectively use UPCI Shared Resources