



22 S. Greene St.
Baltimore, Maryland 21201
1-800-888-8823
umgccc.org



University of Maryland Greenebaum Comprehensive Cancer Center (UMGCCC) Administration Standard Operating Procedure (SOP)	Category: Administrative
	Procedure ID: A-002
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	Effective Date: See Signature Date ¹
Title: University of Maryland Marlene & Stewart Greenebaum Comprehensive Cancer Center Membership Guidelines	

I. PURPOSE

The purpose of this standard operating procedure (SOP) is to outline membership guidelines at the University of Maryland Marlene & Stewart Greenebaum Comprehensive Cancer Center (UMGCCC).

II. INTRODUCTION

The University of Maryland Marlene & Stewart Greenebaum Comprehensive Cancer Center (UMGCCC) Membership Committee reviews new applications quarterly and individual membership status on an annual basis. This information is then presented for discussion and recommendation at the University of Maryland Marlene & Stewart Greenebaum Comprehensive Cancer Center Research Leadership Council.

III. RESPONSIBILITY

The University of Maryland Marlene & Stewart Greenebaum Comprehensive Cancer Center Research Leadership Council makes recommendations to the Executive Director annually regarding individual members, compliance with guidelines and research program alignment. Final approval of individuals as members of the Marlene & Stewart Greenebaum Comprehensive Cancer Center is the responsibility of the Executive Director. All individuals applying for UMGCCC membership must have either an active faculty appointment within the University System of Maryland, be an UMMS cancer network provider, or be eligible for Principal Investigator status on research proposals.

IV. PROCEDURES

A. Full Member

1. To obtain FULL membership status in the UMGCCC, an investigator must meet ONE of the following criteria:
 - a) Be a Principal Investigator or MPI on an actively funded NCI or other peer-reviewed (as defined by NCI guidelines) cancer-focused research grant or project. Full Members who have grant funding that has ended will have two years to obtain new funding before undergoing status review and possible membership reassignment.

- b) Be an investigator that makes substantial contributions to cancer research. Such as:
 - (1) PI of an active national or investigator-initiated cancer trial
 - (2) An essential contributor (lead, senior or corresponding author) in high-impact, cancer-focused manuscripts
 - (3) A senior leader in the cancer center, i.e., a director or co-director of a shared resource or another UMGCCC initiative
 - (4) An emeritus faculty member with a long-standing cancer-focused research program

B. New Member

1. Faculty recruits to the UMGCCC within the first five years of their appointment who have non-peer reviewed funding and have yet to become a Principal Investigator or MPI on an actively funded NCI or other peer-reviewed cancer-focused research grant or project.
2. Faculty in the University System of Maryland who have ongoing funded research in other scientific areas but are actively seeking to develop or significantly contribute to cancer-focused research (e.g., by obtaining cancer-related pilot funding)
3. New members must seek NCI or other peer-reviewed funding in cancer research as a Principal Investigator. New members have the same benefits and obligations as Full members.

C. Affiliate Member

1. Faculty members who support the UMGCCC's mission and are actively engaged in cancer patient care, research and/or education, but who do not meet the criteria for Full or New membership, are still considered vital parts of our overall Cancer Center and are assigned as an Affiliate member. UMMS cancer network providers are affiliate members. Member counts and associated metrics compiled for the Cancer Center Support Grant (CCSG) include only Full and New members.

D. Application Procedure

1. To apply for membership in the UMGCCC, the investigator must submit the following information through the [electronic application portal](#):
 - a) UMGCCC [membership application](#)
 - b) NIH Biosketch or updated CV with current research funding information

E. Program Alignment

1. Full and New members are typically aligned with only one UMGCCC Research Program. Under special circumstances, if the research effort and funding of a member cross two Programs, the Executive Director may allow alignment with more than one Research Program. Credit for grant and publications to a member belonging to two Programs will be assigned to the most appropriate program.

F. Membership Benefits

1. All members and their laboratory staff have access to UMGCCC-managed shared equipment at no charge or cost to their lab.
2. UMGCCC provides a subsidy to offset the expense of [Shared Resource](#) utilization. Resources include:
 - a) [Biostatistics Shared Resource \(BSR\)](#)
 - b) [Flow Cytometry Shared Resource \(FCSR\)](#)
 - c) [Genomics Shared Resource \(GSR\)](#)
 - d) [Imaging Shared Resource \(ISR\)](#)
 - e) [Pathology and Biorepository Shared Resource \(PBSR\)](#)
 - f) [Structural Biology Shared Resource \(SBSR\)](#)
 - g) [Translational Laboratory Shared Resource \(TLSR\)](#)
3. All members may request research space. Full members are given priority in the assignment for laboratory space within the UMGCCC. All grants/contracts for members in cancer center research space will be managed through UMGCCC.
4. All members are eligible to apply for internal UMGCCC funding opportunities, including UMGCCC Pilot Project awards.
5. UMGCCC members are placed on the e-mail distribution lists providing information on internal and external funding opportunities, special seminars, and updates to other UMGCCC activities.

G. Membership Obligations

1. All members are expected to interact within and among each UMGCCC Research Program through routine collaborations, monthly program seminars, special seminars, grant/contract application development groups and at other UMGCCC events.
2. All members have access to the Shared Resources and services of the UMGCCC underwritten by the Cancer Center Support Grant (CCSG). This includes preferential scheduling for all CCSG-sponsored Shared Resources.
3. Members must respond to requests to assign Shared Resource utilization to their cancer relevant publications.
4. All members are expected to properly cite the UMGCCC NCI CCSG in their publications and presentations: P30CA134274
5. All members are expected to participate in Pilot Project Award application study sections.
6. Participation is expected in at least 50% of regularly scheduled UMGCCC scientific meetings, town halls and other scientific events to promote collaboration.
7. Prompt response and completion of all surveys.
8. Volunteer to host trainees.
9. Contribute to UMGCCC committees, grants, contracts, national and regional service,

and media features involving members.

10. Completion of baseline IDEA survey.
11. Participate in UMGCCC SPORE, U54, and other grant applications.

H. Membership Assessment

1. Evaluation
 - a) UMGCCC membership is reviewed annually by the UMGCCC Membership Committee and the UMGCCC Research Leadership Council based on membership criteria. Members must, if requested, submit an updated NIH biosketch for funding and publication evaluation. Membership status may change after annual review. Final approval of is the responsibility of the Executive Director.
2. Termination
 - a) If nonparticipation in UMGCCC activities is determined, a letter is issued to the member by the Membership Committee. The member may be removed from all notification lists, and access to preferred service pricing is discontinued.
3. Reinstatement
 - a) If terminated, an appeal with written justification to the UMGCCC Membership Committee can be made. This will be followed by a Membership Committee review and recommendation to the Research Leadership Council. Membership may be reinstated for a 12-month period with Executive Director confirmation. The Membership Committee will inform the member.

V. REFERENCES

August 2023	Organizations with Peer Review Funding Systems
2025	UMGCCC Membership Application Resources for Cancer Researchers

VI. VERSION CONTROL

Version #	Reason for Change
1	Initial Release replaces all previous uncontrolled versions
2	Format change

VII. APPROVALS

France Carrier, PhD
Associate Director, Basic Science



11/6/25

Sarah Laye, MBA
Assistant Director, Administration