**University of Colorado Cancer Center**

**Policy and Procedures for the Request of Funds for Faculty Recruitment and Retention**

The CU Cancer Center provides research funding for the recruitment of faculty whose presence enhances the strategic priorities and mission of the Center. Requests for such support will be evaluated based upon the following policies:

1. Funds will be approved for a maximum of 3 years, though strongly justified exceptions may be considered. Typically, requests do not exceed $50,000 per year for three years (total $150,000).
2. Funds will be provided to support the candidate’s cancer research activities only (which must be clearly defined in the request), and may not be used for salary support. Research activities must be clearly cancer relevant, either supported by cancer focused grants (e.g. from NCI, ACS, LLS) or which would be expected to garner such support (for new junior recruits).
3. The host department must provide a level of research support to the candidate that is at least equal to the amount requested from the Cancer Center. Departments providing research funds significantly in excess to the amount requested from the Cancer Center will receive the most favorable consideration.
4. The Cancer Center will only support candidates that meet the criteria of Member, or for junior faculty recruits, Mentored Member. Candidates whom the Cancer Center agrees to support must secure Cancer Center membership prior to the receipt of funds.
5. For junior faculty recruits, the request should include a mentoring plan for the candidate describing the approach to mentoring and how these will help attain the objectives of successful cancer research and peer reviewed funding for the candidate. At least one of the candidate’s mentors should be a Cancer Center member.
6. Candidate must present a yearly progress report that will justify continued funding according to the initially approved research program.

Procedures for Requesting Funds:

Complete process of request evaluation is expected to take ~1-2 months

1. Requestors must submit the attached template with the candidate’s current CV, to Jason Quinn, Assistant Director or Operations, email: Jason.Quinn@CUAnschutz.edu
2. All requests will be initially reviewed by the Cancer Center Executive Committee and, if deemed competitive, forwarded to the Cancer Center Governance Committee for final review and approval.
3. After final Governance Committee review, the requestor will receive an email notification from Stephanie Farmer, the Cancer Center Associate Director for Administration and Finance regarding final decision and any specific conditions or terms associated with the decision.

**University of Colorado Cancer Center**

**Request for Funds—Conference Support**

Name of Faculty Candidate:

(Attach current CV)

Department:

Requestor:

Specific Amount of Request for Cancer Center:

Departmental Research Funding Contribution to Candidate (Research support only):

Total Research Funding Contribution to Candidate (Research support only):

Sources of Initial Salary Support and length of commitment:

Candidate’s effort commitments by percentage (research, clinical, service, teaching = 100%):

Mentorship plans (at least one-half page):

Current or planned cancer research activity and relevance to Cancer Center Strategic objectives (one page max):