

STRONGER by DEGREES



MEETING AGENDA

Lung Cancer Research Governance Board

Wednesday, August 19, 2015
Conference Room A

The Council on Postsecondary Education is Kentucky's statewide postsecondary and adult education coordinating agency charged with leading the reform efforts envisioned by state policy leaders in the *Kentucky Postsecondary Education Improvement Act of 1997*. The Council does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and provides, upon request, reasonable accommodation, including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

Kentucky Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort KY 40601, Ph: (502) 573-1555, Fax: (502) 573-1535,
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AGENDA
Kentucky Lung Cancer Research Program
Governance Board

Council on Postsecondary Education
Wednesday, August 19, 2015
2:00 PM
Conference Room A

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5. Marketing Plan Update	
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7. Other Business	
a. Next Meeting Date	
8. Adjourn	

Kentucky Lung Cancer Research Program Governance Board

May 20, 2015
Meeting Minutes

The Kentucky Lung Cancer Research Program Governance Board met Wednesday, May 20, 2015, at 2:00 p.m., ET, at the Council on Postsecondary Education, Conference Room A, Frankfort, Kentucky. Chair James Roach presided.

WELCOME AND ROLL CALL

The meeting of the KLCRP Governance Board was called to order by the Chairman, Dr. James Roach. Roll Call was taken and the following members were present: James Roach, (MAL and Chair), Jason Chesney (UofL), Dan Flanagan (CPE), Joe Graviss (MAL), Amdullah Khan (MAL – by video conference), and Tim Mullett (UK). Mark Evers (UK), Rajan Joshi (MAL) and Don Miller (UofL) were absent. Others present were: Nathan Vanderford (UK), Kris Damron (UK, KCTN), Elisha Maxson (UK), Beth Yost (UK), Milton Pierson (UofL), Dianne Konzen (UofL), Travis Powell (CPE, General Counsel), Rebecca Bowman (CPE, Administrative Services), and Debbie Weakly (CPE staff to KLCRP).

APPROVAL OF MINUTES

Chair Roach called for a motion to approve the minutes of the February 11, 2015 meeting. A motion was made by Joe Graviss and seconded by Jason Chesney. The minutes were approved.

ECONOMIC IMPACT STUDY

Travis Powell reported that an RFP was issued and responses were received from Battelle Memorial Institute, Economic Modeling, LLC and Tripp Umbach Healthcare . The proposals were evaluated and scored and the contract was awarded to Tripp Umbach Healthcare for \$15,000. We have received an invoice for one-half of the project fee. The contract was effective May 15, 2015. The contract will be presented at the June meeting of the state Contract Review Committee. Once the contract is filed with the Committee, the contractor can begin the work.

Joe Graviss requested that copies of the proposals and score sheets be scanned and sent to the Board via e-mail and added to Boardbook for Council members. Travis responded this would be done.

Nathan Vanderford informed the Board that the contractor will provide an interim report before the project is finalized and a full report will be given to the Board. Travis indicated the presentation may be presented by ITV so that travel expenses would not be incurred.

BUDGET ALLOCATIONS AND CASH ACTIVITY REPORTS

Travis Powell referred to the Budget and Cash Activity Reports in the Board packet. He informed the Board that the FY15 appropriation is ready to be invoiced. Rebecca Bowman stated that the biennium contract will be changed to reflect the appropriations for FY15 and FY16. Chair Roach asked for a motion to approve the allocation of funds as outlined in the budget report. A motion was made by Tim Mullett and seconded by Joe Graviss. The reports were approved.

APPROVAL OF CYCLE 14 INVESTIGATOR-INITIATED GRANT PROPOSALS

Milton Pierson presented five proposals for approval for the University of Louisville. Each proposal would be awarded \$150,000. They were as follows:

- Transcription Factor c-MAF in Lung Cancer-associate Macrophages
- Targeting the Anaphase Promoting Complex as Lung Cancer Chemotherapy
- Dietary Supplement Indole-3-Carbinol in Lung Cancer Therapy and Prevention
- Naturally Occurring Methyltransferase Mutations and Their Role in Promoting Lung Cancer
- Role of Neutrophils in Crystalline Silica-mediated Lung Cancer Promotion

Chair Roach called for a motion to approve the UofL grant proposals. A motion was made by Joe Graviss and seconded by Jason Chesney. The motion was approved.

Beth Yost presented information on the UK funded grants as follows:

- KCTN Clinical Trials - \$498,321.03
- Administration - \$100,000 (personnel related to KLCRP)
- NCI Designation - \$1,208,092.69 (faculty support, pilot project funding and infrastructure related to lung cancer research)

Chair Roach called for a motion to approve the UK grant expenditures. A motion was made by Jason Chesney and seconded by Tim Mullett. The motion was approved.

MARKETING PLAN UPDATE

Travis Powell reported that the draft brochure has not been revised since the last Board meeting. Milton Pierson stated the Marketing Committee was waiting for the Economic Impact Study contract to be implemented. Joe Gravis asked about the contract ending date and Travis Powell responded that the contract ends on June 30, 2016, but the study is expected to be completed before then.

HIRING DISCUSSION/TIMELINE

A position description for the KLCR Program Coordinator which had been drafted by UK was provided to Board members. A question was raised whether the position would be full-time or part-time and Milton Pierson stated it would be full-time in the beginning but may change to part-time later and would like for it to be funded from the interest earnings. Rebecca Bowman stated that the interest earnings may not be sufficient to pay an

employee and Nathan Vanderford suggested paying part of the salary from interest earnings and the remainder from the principle. Rebecca Bowman stated that if the Board did not have a candidate in mind for the position, the hiring process would take about 3 months. Milton Pierson then suggested that the Board may want to hire someone part-time during FY16 and then evaluate for the next biennium. He also suggested that a proposal be presented at the next meeting after discussion has taken place with the center directors. Chair Roach tabled the item until the next meeting.

OTHER BUSINESS

There was no other business for discussion.

The meeting was adjourned at 2:40 pm.

Council on Postsecondary Education
 Lung Cancer Research, Tobacco Settlement Fund (6349 fund)
 FY16 Cash Activity Report as of August 18, 2015

Date	Description	UK Lung Cancer			UofL Cancer		Total Allocation (Calculated)	comment	CASH
		Interest	Ovarian	Combined LC Pool	Grants	Programs			
	Final FY15 carryforward balances	44,405.31	-	-	607,096.44	-	-	0.93	651,502.68
	YTD Interest Earnings as of 7.1.15	55.45							651,502.68
7/25/2015	APA annual audit fee	(7,344.00)							651,558.13
	FY16 appropriation - yet to be received	4,972,500.00							644,214.13
	FY16 appropriation - JV2T will be completed near FY year end		800,000.00		750,000.00	1,550,050.00	750,000.00	1,122,450.00	4,972,500.00
	Cash Balance	37,116.76	-	-	607,096.44	-	-	0.93	644,214.13

PROPOSAL OF SERVICES ECONOMIC IMPACT ANALYSIS

*Prepared for:
Kentucky Lung
Cancer Research
Fund –
University of
Kentucky and
University of
Louisville*

12/10/2014

INTRODUCTION

Tripp Umbach has been invited to prepare a proposal of services to complete economic impact analysis and reporting to quantify economic, employment, tax revenue, and other data points needed to demonstrate the impact of the Kentucky Lung Cancer Research Fund (KLCR) and funding received by University of Kentucky and the University of Louisville as a part of this joint research initiative. The study will look at the impact of both the operations in the current year, as well as the cumulative impact since 2009.

This report will allow both universities to communicate the economic, employment, and government revenue impacts of these funds and the improved cancer research program on the Commonwealth of Kentucky.

SUMMARY OF PROJECT OBJECTIVES

Quantification of Impacts of the Kentucky Lung Cancer Research Fund (KLCR) Initiative:

KLCR requires an IMPLAN economic impact study to determine the impacts research funding utilized by KLCR both in 2014 and over the past five years. The report will provide analysis highlighting the impacts of these funds. The analysis will be completed within four to six weeks of data being provided to Tripp Umbach.

IMPLAN ANALYSIS OVERVIEW

- **Geography:** Commonwealth of Kentucky
- **Entities Included:** University of Kentucky and University of Louisville
- **Analysis:** Tripp Umbach will utilize IMPLAN to determine the economic impact of the funds received through KLCR as a whole as well as through each institution.
- **Reporting:** One (1) Microsoft Word report will be provided with an analysis of the impact of the KLCR research dollars. The report will include the direct, indirect, and induced jobs created by the research funds and the operations of the research program. In addition to the number of jobs created, the analysis will quantify the economic impact directly attributed to the research conducted as a result of these research funds granted to both participating institutions, as well as the indirect and supporting economic impact. Tax revenue generated directly and indirectly by the project will be included in the analysis. The analysis will also quantify any additional impacts which are required to satisfy state reporting standards.
- **Analysis Completed:** Tripp Umbach will complete this report within four to six weeks of the data being provided by KLCR.

DATA COLLECTION PROCESS

Tripp Umbach will provide KLCR team members with a data collection form to gather information needed for this assignment. This data collection form will include data points such as, but not limited to, the following:

- Research dollars received
- Government funding received
- Amount of the research dollars used for the operations of the research program
- Amount of the research dollars used for the capital needs of the research program
- Operational staffing levels of the research program
- Payroll expenditures directly resulting from the research program
- Available business plans for the research program

FINAL REPORT DEVELOPMENT

Tripp Umbach will develop a summary report of economic impact findings for this project. A written report of all study findings, providing a detailed description of the study methodology and research procedures used, will also be provided to the client.

PROJECT FEES & BILLING

Tripp Umbach's total fees to complete the services outlined above equal **\$15,000** (\$7,500 per institution participating in the KLCR). Tripp Umbach will invoice the client for 50% of the total amount (\$7,500) upon authorization to proceed, and the remaining 50% of the total amount (\$7,500) upon completion. It is the understanding of all parties that if payment is not received within thirty days (30) of receipt of the invoice, Tripp Umbach has the right to suspend services until payment is received.

STATEMENT OF CONSULTANT QUALIFICATIONS

Tripp Umbach is a national leader in conducting economic impact studies, consultation, and communication services for a wide variety of clients including, but not limited to, leading corporations, universities, hospitals, medical schools, academic medical centers, public events, convention centers, airports, amusement parks, and PGA golf events. Tripp Umbach has provided consultation and economic impact analysis services to more than 200 clients in all regions of the United States since 1990. Our consultants are skilled in all types of economic

impact analysis including linear cash flow modeling, IMPLAN, RIMS II, and REMI Analysis. Our studies are truly customized to match the needs of our diverse clients.

Since 1990, Tripp Umbach has completed many notable economic impact studies including:

- Health system impact studies for long-standing clients such as Mayo Clinic, Penn Medicine, Summa Health System, University of Pittsburgh Medical Center, Carolinas Health Care System, Mount Carmel Health Care System, and many others throughout Pennsylvania and the United States.
- Economic impact analysis of Cancer Research organizations such as PA Cancer Alliance, The Wistar Institute, UCMC Cancer Center, and AACI.
- Five national studies measuring the economic impact of all 130 medical schools and more than 400 teaching hospitals for the Association of American Medical Colleges (AAMC), making Tripp Umbach the most qualified firm to assess economic impact of a medical school or hospital campus.
- National economic impact studies for the American Hospital Association, the Association of American Cancer Institutes, Susan G. Komen Foundation, the Blue Cross and Blue Shield Association, and GE Healthcare.
- Economic impact analysis for 50 of the top 100 health systems ranked by *U.S. News & World Report*.
- Economic impact analysis for leading academic institutions such as The Pennsylvania State University, University of Michigan, University of Iowa, Illinois University, University of Arizona, Michigan State University, and the University of California.

Terms of Engagement

To retain Tripp Umbach to perform the program of research outlined above, please sign both copies of this contract in the space provided below (keeping one for your records and returning the other to Tripp Umbach). This document will then serve as an agreement between Tripp Umbach and the University of Kentucky and the University of Louisville (hereinafter referred to as KLCR). Tripp Umbach will undertake this project subject to the following terms and conditions:

Confidentiality

Contractor shall treat all information relating to the activities of KLCR, its subsidiaries or affiliates, as confidential and shall not disclose such information to any other party unless and until asked to do so, in writing, by clients. This covenant shall survive the termination of this agreement.

- The contractor shall maintain the highest standards of integrity in the performance of this contract and shall take no action in violation of state or federal laws, or regulations.
- The contractor shall not disclose to others any confidential information gained by virtue of this contract.
- The contractor shall not, in connection with this or any other contract or agreement, directly or indirectly, offer, confer, or agree to offer or confer any pecuniary benefit on anyone as consideration for decision, opinion, recommendation, vote, or other exercise of discretion.
- The contractor shall not, in connection with this or any other contract or agreement, directly or indirectly, offer, give, or agree or promise to offer or give to anyone any gratuity of the benefit of or at the direction or request of any officer or employee of the two sponsoring organizations.
- The contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material on this project.

Liability and Insurance

- The contractor shall perform its services under this contract as an independent contractor and shall provide public liability, property damage, workers' compensation insurance, insuring as they may appear, the interests of all parties to this contract against any and all claims which may arise out of contractor's operations under the terms of this contract. The contractor shall accept full responsibility for the payment of premiums for workers' compensation and social security as well as all income tax deductions and other taxes or payroll deductions required by law for its employees who are performing services specified by this contract.
- Tripp Umbach cannot be held liable for any use by the sponsoring organizations of the information or reports generated by the services outlined herein. Tripp Umbach is supplying market and economic information only: any use of the provided information by the clients is strictly beyond Tripp Umbach's control and Tripp Umbach accepts no liability for the client's use of the research, data, findings, information or reports generated by Tripp Umbach's services.

- By signing this Agreement, KLCR and Tripp Umbach hereby covenant and agree to indemnify and hold each party harmless against and from any and all losses, damages, expenses, obligations, claims and costs, arising out of the use of the research, data, findings, information or reports provided by Tripp Umbach under this Agreement.

Interest of Contractor

- The contractor certifies and agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The contractor further certifies and agrees that in the performance of this contract, it shall not knowingly employ any person having such interest. Contractor further certifies that no member of the board of the contractor or any of its officers or directors have such an adverse interest.
- Termination for Convenience – The sponsoring organizations or contractor may terminate this contract at any time by giving written notice to the other party of such termination by specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

For Tripp Umbach:

_____	<u>12/10/2014</u>
(Authorized signature & title)	(Date)

For University of Kentucky:

_____	_____
(Authorized signature & title)	(Date)

For University of Louisville:

_____	_____
(Authorized signature & title)	(Date)

CUMULATIVE TOBACCO FUNDING IMPACTS

Total Impact Tobacco Funds UK and UL (Cumulative Impact) 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Total Value Added	Output
Direct Effect	558	\$22,764,149	\$21,966,167	\$55,074,854
Indirect Effect	227	\$9,032,775	\$13,832,674	\$24,060,759
Induced Effect	216	\$8,285,871	\$14,829,848	\$24,544,735
Total Effect	1,001	\$40,082,795	\$50,628,689	\$103,680,349

Total Impact University of Louisville Tobacco Funds (Cumulative Impact) 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Total Value Added	Output
Direct Effect	246	\$10,057,330	\$9,704,777	\$24,332,383
Indirect Effect	100	\$3,990,731	\$6,111,354	\$10,630,180
Induced Effect	95	\$3,660,745	\$6,551,911	\$10,844,003
Total Effect	442	\$17,708,806	\$22,368,042	\$45,806,566

Total Impact University of Kentucky Tobacco Funds (Cumulative Impact) 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	311	\$12,706,819	\$12,261,390	\$30,742,472
Indirect Effect	127	\$5,042,044	\$7,721,320	\$13,430,580
Induced Effect	121	\$4,625,126	\$8,277,937	\$13,700,732
Total Effect	559	\$22,373,989	\$28,260,647	\$57,873,783

CUMULATIVE OPERATIONAL IMPACTS

Total Cumulative Operational Impact of UL and UK 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	282	\$23,933,921	\$23,946,840	\$47,077,853
Indirect Effect	144	\$5,744,228	\$8,958,132	\$15,805,816
Induced Effect	205	\$7,834,346	\$14,056,601	\$23,226,360
Total Effect	631	\$37,512,495	\$46,961,573	\$86,110,029

Total Cumulative Operational Impact of UL 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	131	\$11,084,294	\$11,090,277	\$21,802,728
Indirect Effect	67	\$2,660,271	\$4,148,696	\$7,320,000
Induced Effect	95	\$3,628,248	\$6,509,903	\$10,756,608
Total Effect	292	\$17,372,813	\$21,748,876	\$39,879,336

Total Cumulative Operational Impact of UK 2014 Dollars				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	152	\$12,849,627	\$12,856,563	\$25,275,125
Indirect Effect	77	\$3,083,957	\$4,809,435	\$8,485,815
Induced Effect	110	\$4,206,098	\$7,546,698	\$12,469,752
Total Effect	339	\$20,139,682	\$25,212,697	\$46,230,693

CURRENT YEAR TOBACCO FUNDING IMPACTS

Current Year Combined Impact				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	35	\$1,430,757	\$1,380,603	\$3,461,529
Indirect Effect	14	\$567,722	\$869,402	\$1,512,251
Induced Effect	14	\$520,778	\$932,076	\$1,542,669
Total Effect	63	\$2,519,258	\$3,182,081	\$6,516,449

UL Tobacco Funds Current Year Impact				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	18	\$751,658	\$725,309	\$1,818,537
Indirect Effect	8	\$298,256	\$456,746	\$794,471
Induced Effect	7	\$273,594	\$489,672	\$810,451
Total Effect	33	\$1,323,508	\$1,671,727	\$3,423,459

UK Tobacco Funds Current Year Impact				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	17	\$679,100	\$655,294	\$1,642,992
Indirect Effect	7	\$269,466	\$412,656	\$717,780
Induced Effect	6	\$247,184	\$442,404	\$732,218
Total Effect	30	\$1,195,750	\$1,510,354	\$3,092,990

CURRENT YEAR OPERATIONAL IMPACTS

Current Year Combined Operational Impacts				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	21	\$1,806,955	\$1,807,931	\$3,554,269
Indirect Effect	11	\$433,676	\$676,318	\$1,193,302
Induced Effect	16	\$591,475	\$1,061,241	\$1,753,536
Total Effect	48	\$2,832,106	\$3,545,490	\$6,501,107

Current Year UL Operational Impact				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	10	\$814,436	\$814,876	\$1,601,991
Indirect Effect	5	\$195,468	\$304,832	\$537,849
Induced Effect	7	\$266,591	\$478,326	\$790,359
Total Effect	22	\$1,276,495	\$1,598,034	\$2,930,199

Current Year UK Operational Impact				
Impact Type	Employment (jobs)	Labor Income	Value Added	Output
Direct Effect	12	\$992,519	\$993,055	\$1,952,278
Indirect Effect	6	\$238,208	\$371,486	\$655,454
Induced Effect	9	\$324,884	\$582,915	\$963,177
Total Effect	26	\$1,555,611	\$1,947,456	\$3,570,908

**Lung Cancer Research Governance Board
Meeting May 20, 2015
Hiring Scenarios and Timelines**

	Associate		Full -time Associate		Senior Associate	
	KERS	TIAA-CREF	KERS	TIAA-CREF	KERS	TIAA-CREF
	Salary	47,000.00	47,000.00	52,500.00	52,500.00	58,000.00
FICA 7.65%	3,595.50	3,595.50	4,016.25	4,016.25	4,437.00	4,437.00
KERS 38.77%	18,221.90		20,354.25		22,486.60	
TIAA-CREF 8.03%		3,774.10		4,215.75		4,657.40
Avg Health Annual Employer Premiums	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
Life Insurance Premium	10.00	10.00	10.00	10.00	10.00	10.00
Annualized total	<u>\$ 76,027.40</u>	<u>\$ 61,579.60</u>	<u>\$ 84,080.50</u>	<u>\$ 67,942.00</u>	<u>\$ 92,133.60</u>	<u>\$ 74,304.40</u>
1/2 year total	\$ 38,013.70	\$ 30,789.80	\$ 42,040.25	\$ 33,971.00	\$ 46,066.80	\$ 37,152.20
	24.17/ hr rate equiv.		\$27/hr rate equiv.		29.83/hr rate equiv.	

	Part-time			
Hourly Rate	20.00	25.00	27.00	30.00
FICA	1.53	1.91	2.07	2.30
Total	<u>21.53</u>	<u>26.91</u>	<u>29.07</u>	<u>32.30</u>
Weekly: total/ 20 hr week	430.60	538.25	581.31	645.90
Annualized: Avg 50 weeks	<u>21,530.00</u>	<u>26,912.50</u>	<u>29,065.50</u>	<u>32,295.00</u>
1/2 year: 25 weeks	10,765.00	13,456.25	14,532.75	16,147.50

UK 58%	44,095.89	35,716.17	48,766.69	39,406.36	53,437.49	43,096.55
UL 42%	31,931.51	25,863.43	35,313.81	28,535.64	38,696.11	31,207.85

Scenarios if funds were taken from overall lung cancer allocation and then distributed 58/42
previous data coordinator position reduced lung cancer programmatic money; programmatic total formula 58/42

Board needs to approve position funding and then re-allocation of MTS funds to the institutions in grants/programs.

Hiring Timeline:

Gov office - establish position	3 weeks
advertise- ideas on where to advertise?	2 weeks
selection committee names? Review and schedule interviews	2 weeks
Interviews	1 week
Recommendation to President/Gov office	3 weeks
offer to candidate - 2 week notice for candidate employer	2 weeks
Target to start date	<u>13 wks / 3 mos</u>

KLCR Program Coordinator:

The KLCR Program Coordinator will evaluate, support, and promote programmatic solidarity by maintaining a comprehensive view of all KLCRP activities at both Cancer Centers. This individual will liaise with KLCRP leadership of the two Cancer Centers to engage, inform and assure synergistic goals are recognized and leveraged to best and cohesively represent and report activities and outcomes of the KLCR Program. This individual will communicate effectively with a variety of audiences a clear and succinct presentation of this complex Program. All activities will contribute to support and promote programmatic solidarity.

Compensation: Employed by the Council on Post-Secondary Education on behalf of the KLCRP institutions, and compensated according to the regulations of CPE.

Selection: KLCRP Leadership of the two Cancer Centers and CPE representatives assigned to KLCRP will select the applicant for hire to this position. CPE will arrange this collaborative decision-making in accordance with applicable hiring regulations of CPE.

Reporting lines: Directly reports to a CPE representative assigned to the program and indirectly reports to the KLCRP Leadership of the two Cancer Centers.

Justification:

Established by KRS 164.476, the KLCR Program requires a centralized and shared program coordinator to support the growth and advancement of the initiatives. This position will directly support areas identified during the 2014 program review, as a priority to further develop and amplify clear and succinct reporting of the program's outcomes and unity. The KLCRP Governance Board directs the creation of the KLCR Program Coordinator to support the continued growth, synergistic activities of the program. This position is essential to the program to meet deliverables defined under the KLCRP Strategic Plan; including facilitating synergies and coordinating joint conferences (s) to facilitate greater collaboration toward the ultimate goal of reducing the burden of lung cancer in the Commonwealth and reducing the factors – such as smoking and other environmental factors – that contribute to the disease.

Duties:

Major Job Functions:

1. **Program Coordination:**
Support and promote programmatic solidarity. Evaluate, recommend and promote areas for universities to spotlight synergies related to the Program, while maintaining awareness and deferral to each institution for areas that require autonomy or distinct identifications. Assist in coordinating surveillance and tracking methods of the KLCRP Strategic Plan. Assist in developing evaluation methods as directed by the Cancer Centers. Maintain master files of activity. Maintain a comprehensive view of the development and management of all KLCRP activities at both Cancer Centers. Provide program support to the KLCRP Governance Board, CPE and KLCRP leadership from both Cancer Centers.
2. **Event Coordination:**

Develop and coordinate programmatic events; institutional or board retreats, scientific symposia. Establish linkages with programmatic areas of the Cancer Centers and assist with or coordinate events. Assist with preparation of abstracts, presentations, dissemination of research results.

3. Marketing & Communications:

Support development and delivery of unified programmatic marketing, communications and representation, when and as directed by the KLCRP leadership of both Cancer Centers. In cooperation with the Cancer Centers, coordinate marketing materials, in accordance with applicable policies of each institution. Drive content of KLCRP website, maintained by the MCC Research Communications Office. Develop, distribute KLCRP newsletter, announcements, and other materials. Support linkages and other program outreach.

4. Program Administration:

Provide programmatic administrative support to KLCRP Leadership of both Cancer Centers. Serve as CPE liaison to the KLCRP. Facilitate reporting, and as directed streamline shared reporting for cohesive program reports. Maintain KLCRP Master File. Assist leadership of the Cancer Centers with reconciliation of program records, share files or drives, database. Assist with preparation for program audits. Assist and prepare funding award letters from the Governance Board Chair to CPE with board approved allocation of awards specified. Assist leadership of the Cancer Centers with KLCRP level management of cycle grants; award letters, progress reports, application and document management. Assist Governance Board with program administration documents - Policy & Procedures Manual, Master Files

Competencies/skills: communication, collaboration, program or project management, coordination, innovation, planning and organization

Preferred experience: program or project management, coordination, moderate level of understanding of research and academic institutions