
ADMINISTRATIVE CORE



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I. EXECUTIVE SUMMARY

The Administrative Core provides centralized functions for the Winship Lung Cancer SPORE to administer, coordinate, and oversee all meetings, budgets, financial and scientific reports, data management and sharing, project planning and evaluation, identification of new translational opportunities, problem solving, daily operations, and ethical conduct of the SPORE clinical studies. The Core also provides support and administration for Developmental Research and Career Enhancement Programs, and coordination of the Executive Committee and Internal/External Advisory Boards. Core personnel collaborate with NCI SPORE officials and with the members of other lung cancer SPORE nationally.

II. CORE DESCRIPTION

To achieve its goals, the Core performs the following **administrative functions**: (1) Provide necessary resources and fiscal oversight/accounting; (2) Acquire and allocate institutional matching funds to facilitate clinical trials and pilot projects; (3) Administer the CEP and DRP programs; (4) Prepare yearly non-competing progress reports; (5) Ensure the ethical design and conduct of the proposed clinical trials in Projects 1 and 2 and the ethics companion study associated with Project 1.

The Core also undertakes the following **coordination functions**: (1) Arrange and coordinate monthly SPORE investigators meetings, and the annual retreat; (2) Arrange travel to SPORE-related investigator workshops & NCI Translational Science meeting; (3) Plan and facilitate annual meetings of the Internal and External Advisory Boards; (4) Plan and facilitate monthly Executive Committee Meetings; (5) Provide and coordinate SPORE-SPORE and SPORE-NCI interfaces; (6) Coordinate to assure the compliance of all research projects with NCI, FDA and other federal, local and institutional regulations; (7) Engage patient advocates to integrate a patient perspective.

Lastly, the Core performs the following **planning and evaluation functions**: (1) Regular monitoring and assessment of research progress; (2) Remediation or replacement of under-performing projects; (3) Identification of new translational opportunities