

**2016 ANNUAL SITEMAN PROGRESS REPORT**

**DUE: FEBRUARY 1, 2016**

1. **Core Structure & Leadership**
	1. List all Core key faculty/staff & attach NIH biosketches.
	2. Discuss management structure & key roles.
	3. Note additions to team in past year.
2. **Policies & Procedures**
	1. Describe and/or attach written policies for:
		1. Access by cancer center members
		2. Prioritization of cancer center members
		3. Hours of operation
		4. Staffing
		5. Charge-back system
3. **Members & Usage**
	1. Provide **all** (cancer, non-cancer, sourced & fee-for-service) **usage** data, *by services/technologies*, in a table for period of Jan 1, 2014 – Dec. 31, 2014 and Jan 1, 2015 – Dec.31, 2015.
	2. Graphically display pattern of utilization between 2014 and 2015.
4. **Operations**
	1. Describe resources of core: location, facilities, equipment.
	2. Have any operational processes of managing the Core changed in the past year?
5. **Services & Technologies**
	1. List and describe services/technologies.
	2. Discuss any new services/technologies added this past year.
	3. How much were *new* services/technologies/equipment used during the past year?
6. **Communications & Transparency**
	1. Discuss how new services/technologies are communicated to members.
	2. How are chargebacks communicated?
7. **Scientific Contributions**
	1. How does this Core contribute to overall Cancer Center research goals? Include translational, entrepreneurial, and educational contributions.
	2. Describe changes in scientific or technical capability/processes.
	3. Highlight project titles, PI(s), and funding source of cancer-related projects the Core has been involved in past year.
	4. Provide and/or attach list of papers published during the past 12 months, Jan to Dec 2015, where Core/CCSG was cited, include PMCID number.