

**CENTER OF CANCER NANOTECHNOLOGY EXCELLENCE (CCNE; U54)
GUIDELINES FOR CCNE SITE VISIT**

The Annual Site Visit is a mandatory component of your Alliance award. Each year NCI Program Staff members travel to the various CCNE sites to review and discuss the progress of the Center. Prior to the visit, a set of guidelines are sent by the NCI Program Director. The guidelines may change slightly from year to year, but generally include the following:

1. CCNE Overview – PI (30 minutes)

- Overview of critical components and overarching goals of the CCNE
- Discussion of three most relevant developments of the center in the past year (scientific and/or commercial)
- Alliance Challenge Projects and collaborations with other groups in the Alliance
- The day's agenda

2. Projects and Cores

CCNE Project PIs should be allotted approximately 30 minutes (including 10 minutes for Q&A). CCNE Core PIs should be allotted 20 minutes (including 5 minutes for Q&A). The total time of technical presentations should not exceed 3.5 hours and the following general format of project/core presentation should be followed:

- Background/results detail (realization of specific aims, explicitly address progress towards milestones)
- Short plan for next year
- Red-flags and concerns
- Changes in the project direction, personnel etc. (if any)
- Issues related to collaborations with other projects and other CCNEs
- Commercialization strategy (path to the clinic or other commercialization strategy)

3. Challenge Projects and Pilot Projects (10 – 15 minutes, including questions)

4. Lunch

This informal lunch provides NCI staff an opportunity to meet with CCNE team members of all levels (45 minutes).

5. Poster session (1 hour)

This will be an opportunity for NCI to meet students and lab personnel. If possible, it may be useful to set up this session concurrently with lunch and continue afterwards.

6. NCI presentation (30 minutes)

7. **Executive Meeting (1 hr)** - CCNE Program Director(s), Cancer Center Director, and NCI Program Staff

Additionally, the proposed agenda for the site visit should be sent to the NCI Program Director at least two weeks prior to the site visit. Hard copies of all presentations should be printed and provided at the meeting to each NCI participant in a 3-ring binder. Finally, provide the NCI Program Director with a cd or memory stick of all presentations and agenda.

Check-list before the site visit:

- Confirm date with NCI Program Director (please contact Ms. Sonia Calcagno at calcagnosl@mail.nih.gov).
- Secure location for site visit.
- Secure location for Executive Meeting.
- Confirm names of NCI site visit team.
- Review guidelines and develop draft agenda.
- Send draft agenda to NCI Program Director (copy Ms. Sonia Calcagno at calcagnosl@mail.nih.gov) for approval.
- Determine AV needs.
- Make arrangements for breakfast and lunch on site visit day. Determine who will be invited to lunch (e.g., students, poster presenters).
- Prepare individual presentation binders for each NCI team member, name tags (if needed), agendas, etc.
- Make arrangements for poster session including determining presenters, assigning space, arranging for poster boards, etc.
- Burn a cd or memory stick with all presentations and agenda.