

ABSTRACT – Administrative Core

The overarching objective of this COBRE is to promote medical imaging related translational cancer research with a common research theme aiming to improve efficacy of cancer screening, early detection, diagnosis, and treatment through the collaborative efforts between the biomedical engineering researchers and the physician scientists in the University of Oklahoma. In order to support the objective of this COBRE application, the Administrative Core will provide leadership and guidance to ensure the efficient operation and management of all components of the COBRE through effective oversight, fiscal responsibility, and a transparent administrative infrastructure. PD/PI of this COBRE will work closely with the external advisory committee (**EAC**) and internal advisory committee (**IAC**) to guide and monitor the progress of the overall operation of the Administrative Core, all research projects and two research resource supporting cores of this COBRE. Specifically, the Administrative Core has multiple essential operation activities including to **(1)** coordinate the research and mentoring activities, **(2)** communicate with the oversight committees (i.e. the EAC, IAC and other advisory committees of two research resource supporting cores), **(3)** assess progress of both the COBRE as a whole and the individual cores, **(4)** evaluate progress and milestones of the junior research project leaders (RPLs) in their research projects and career development, **(5)** select and manage the pilot projects to build a sustainable pipeline of the RPLs, **(6)** identify and recruit new RPLs to replace the RPLs who graduate from the COBRE, **(7)** organize research seminars and workshops, **(8)** manage budget of the COBRE and track all financial activities, and **(9)** monitor all COBRE activities to ensure the compliance with all federal research policies and regulations. The Administrative Core will also include a COBRE Coordinator to assist Core Director in the management of routine fiscal and grant activities of the COBRE, such as helping with scheduling meetings and conference rooms as needed, video and tele-conferencing needs as necessary, securing venues for seminars and workshops, and scheduling travel plans and generating itineraries for the EAC members and the invited speakers. Thus, in order to successfully fulfill the goals or tasks of this Administrative Core, we propose the following **three Specific Aims**. **Aim 1:** we will support a well-integrated administrative infrastructure to effectively coordinate mentoring and oversight of the promising RPLs and the pilot project investigators in conducting their research projects and career development. **Aim 2:** we will establish and implement the selection and evaluation criteria for sustaining the pool of promising junior investigators for RPLs in this COBRE. **Aim 3:** we will support the research resource supporting cores to help promote and enhance the medical imaging related translational cancer research activities and synergy between the resource supporting cores and research projects.