

FOCIS Centers of Excellence Overview and Guidelines

Governance

FOCIS Centers of Excellence (FCE) are governed by the FOCIS Executive Committee. FCEs within the United States and Canada will report to the FCE Chair, while FCEs outside of the United States and Canada will report to the International FCE Chair. The chairs of each region of FCEs will report to the FOCIS Executive Committee.

Accreditation

Applications to become an FCE are reviewed by the FCE Committee. The final decision to accredit lies with the FOCIS Executive Committee.

Designation

When new FCEs have been approved by the FCE Committee, the following steps will be completed by FOCIS staff:

- 1) Names and email addresses of the Director and Associate Director will be added to the FCE email list – Multinational and/or North American (as relevant) and to the appropriate distribution groups in member database
- 2) The new FCE will be published on the FCE locations webpage
- 3) An email notification regarding the application decision will be sent to the Director and Associate Director (copying the FCE Chair and [if appropriate] the Multinational Chair) with the following attachments:
 - Their new center designation letter
 - Overview of FCE Benefits and Events, as well as expectations for annual FCE activity, including a copy of the annual activity report
 - Current FCE Directors Roster
- 4) An email request for the Director's brief bio, photo, and goals for the center will be sent. FOCIS will prepare and post a press release of FCE Director's photo, bio, and goals for the FCE under the news section on the FOCIS homepage, Facebook and Twitter pages, and LinkedIn group

Development and Financial Support

FOCIS is not responsible for financially supporting FCEs. FCE Directors or Associate Directors participating in the FCE Directors Meeting are eligible to receive up to \$750 in travel expense reimbursement.

Travel Awards

Each FCE may select up to two trainees* to receive travel awards to attend FCE Fusion. FCE Fusion is an annual event at the Annual FOCIS Meeting. Trainees participating in FCE Fusion will be reimbursed up to \$500 for travel expenses and receive complimentary FOCIS Annual Meeting registration. A total of 25 awards are available, and are granted on a first come, first served basis. Any competitive selection process within the FCE is at the Director's discretion.

Each FCE may select up to two trainees* to receive travel awards to attend the Advanced Course in Basic & Clinical Immunology course. The Advanced Course is an annual event held in the spring. Trainees* participating in the Advanced Course will be provided with reimbursement of registration and/or travel expenses, valued at \$1,200 for each FCE. Note the travel award amount is split into two \$600 awards if two fellows are nominated. A maximum of 25 FCEs may submit nominations, and are granted on a first come, first served basis. Any competitive selection process within the FCE is at the Director's discretion.

Travel awards for trainees to attend other FOCIS-affiliated education activities may be available.

Requests for travel award support for an external (non-FOCIS sponsored) event must be approved by the FCE Committee.

Programming

All programs conducted under the FOCIS name must first be approved by the FCE Committee. It is at the discretion of the FCEs Committee to decide whether the program will be open to all FCEs.

Maintaining FCE Designation

Successful FCEs are required to monitor their FOCIS activity and participation on an annual basis and to submit renewal application every 5 years. Renewals will be evaluated using the point system summarized below, with the expectation that each US and Canadian FCE should accumulate 12 points every five years and each International FCE accumulate 8 points every five years. A minimum of one point per year is required to maintain active status.

If a center is below this point threshold, the FCE is considered inactive. The FCE may elect to disband the FCE or to make changes so that the activity expectations are met within two years.

Annual Participation in FOCIS activities (1 point for each attendee/each program)

- FCE Director and/or Associate Director attend the Annual FCE Directors Meeting
- FCE trainees* attend the annual FCE Fusion event at the FOCIS Annual Meeting
- FCE members submits abstract to the FOCIS Annual Meeting
- One or more FCE trainees* attend the Advanced Course in Basic & Clinical Immunology
- FCE representatives attend a FOCISed course or FOCIS-affiliated educational activities, such as the Basic Immunology in Medicine course; Cancer Immunity & Immunotherapy course; Interventional Immunology course; Systems Immunology course; European Advanced Course
- Contribute to FOCIS publications
- Collaborated with another FCE in a research or educational activity, this may include activities such as co-submission of grants, co-authorship on publications, participation in multi-center clinical trials
- Other collaborative research activities that provide evidence of engagement in the overall FCE spirit such as sample sharing, fundraising for FOCIS events, or participating in organization and/or teaching in FOCIS-sponsored events

**Trainees include graduate students, postdoctoral fellows (post-PhD), and post-health professional degree fellows (e.g., medicine, dentistry) conducting research at an academic institution*