

NCCCP Program Governance Plan

January 31, 2007

Program Leadership

The NCCCP pilot program will be led by a project officer, Maureen Johnson Ph.D., appointed by the Director of NCI who will be responsible for the oversight of the program and the sub-contract to SAIC for program management.

Program Oversight

The Director of the NCI will appoint an NCCCP Pilot Advisory Committee (NPAC) to include representation from key areas related to the pilot and including: clinical trials, health disparities, information technology, biospecimens, survivorship, quality of care, community-based healthcare, the Director's Consumer Liaison Group (DCLG) and project management (SAIC-F). The Advisory Committee will provide input and advice on the pilot to the Project Officer who will serve as the Chair of the Advisory Committee. (See attached chart). Subcommittees of the Advisory Committee may be formed to provide detailed technical expertise related to specific areas. The Chair of a Subcommittee will be an Advisory Committee member. The recommendations from a Subcommittee will be presented to the Advisory Committee for final approval.

Program Management and Pilot Selection

NCI, through a contract with SAIC-Frederick (SAIC-F), will manage the NCCCP Pilot. A Program Manager, Joy Beveridge, appointed by SAIC-F and approved by NCI, will manage all aspects of the pilot. SAIC-F, will provide the staff, operations management, and technical support/expertise to manage the pilot.

Pilot selection will be made by SAIC-F with input from an independent *Source Evaluation Group (SEG)* with relevant expertise and appointed by SAIC.

Program Evaluation

Under a separate contract, the NCI will hire an independent program evaluator to conduct a qualitative and quantitative data analyses and issue recommendations. The development of the Evaluation Contract RFP and the selection of the evaluation contractor will be the responsibility of the NCCCP Project Officer with advice and technical assistance provided by the Evaluation RFP Development Sub-committee and with assistance of staff from OSPA.

The Office of the Director will appoint an NCCCP Pilot Evaluation Oversight Committee (EOC) which will provide oversight for the evaluation process. A Chair, Mary Fennell Ph.D., with experience in community-based cancer program evaluation has been appointed and will serve ex-officio as a member of the NCCCP Pilot Advisory Committee to participate as necessary so that there will be communication and input from the Advisory Committee into the Evaluation process. Membership on the Evaluation Oversight Committee will include external expertise in areas such as: community cancer program evaluation, cancer programs and community-based healthcare, healthcare disparities, and a community cancer clinician with expertise in clinical trials.