

APPLICATION FOR THE NCI DIRECTOR'S CONSUMER LIAISON GROUP

Background

The National Cancer Institute (NCI) formed the NCI Director's Consumer Liaison Group (DCLG) in 1998 to help incorporate perspectives of the cancer advocacy community into NCI initiatives. The DCLG is a chartered federal advisory committee that works with NCI to ensure that those who experience the burden of cancer also help to shape the course of the NCI's research efforts to eradicate it. The DCLG gives cancer advocates a channel to voice their opinions and concerns.

Function of the DCLG

The role of the DCLG is to:

- Provide recommendations to the Director, NCI, in response to specific advice and requests from the Director, NCI, and the needs of the cancer advocacy community;
- Establish and maintain strong collaborations between NCI and the cancer advocacy community to reach common goals;
- Serve as a primary forum to discuss issues and concerns and exchange viewpoints that are important to the broad development of NCI program and research priorities;
- Assist in developing and establishing processes and criteria for identifying appropriate consumer advocates to serve on a variety of program and policy advisory committees.

Structure and Responsibilities of the DCLG

- The DCLG is composed of 15 cancer advocates from diverse communities who are involved in various aspects of advocacy.
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- The DCLG interacts with NCI on a wide range of programs and issues, and assists in expanding the pool of qualified consumer advocates to serve on NCI advisory committees and other groups.
- Members must be committed to participate fully in all activities of the DCLG, including at least two meetings per year in the Washington, DC area, conference calls, and working group activities. NCI will cover travel, lodging, and per diem expenses associated with attending DCLG meetings in accord with federal travel regulations.
- DCLG members review and analyze background materials prior to each meeting. In addition, the group prepares reports and makes written recommendations to the NCI

Director based on the results of their meetings. Individual DCLG members may attend other ad hoc meetings as representatives of the DCLG.

- DCLG members adhere to regulations for members of federal advisory committees including, but not limited to, standards of ethical conduct.
- Candidates are initially screened for the eligibility requirements outlined below.

Characteristics of the DCLG

The DCLG reflects the breadth and diversity of the cancer advocacy community with respect to:

- Cancer type
- Expertise
- Advocacy organizations
- Geographical area
- Ethnicity and culture
- Gender
- Age

Eligibility Criteria

A candidate for membership in the DCLG should:

- Demonstrate involvement in the cancer experience as a cancer survivor, a caregiver to someone who has cancer, or a professional or volunteer who works with cancer survivors, patients, or caregivers; and,
- Have a constituency with which s/he regularly communicates on cancer issues and with which s/he is able to serve as a conduit for information, both to and from NCI.

Selection Process

Nominees who meet the eligibility requirements will be evaluated according to the qualities described below. During the selection process, you or the individuals you identify as references may be contacted for additional information.

Preferred Qualities for DCLG Members

Nominees who meet the minimum eligibility requirements will be assessed further based on the following qualities:

- Cancer advocacy experience

- Ability to represent all cancer survivors
- Possession of strong leadership, communications, and collaboration skills
- Knowledge or expertise in cancer research, cancer health disparities, and/or cancer survivorship
- Ability to facilitate dialogue between NCI and the Cancer Advocacy Community

HOW TO APPLY

Application Instructions for the NCI Director's Consumer Liaison Group Application Deadline: January 23, 2004

1. Complete each part of the DCLG Nomination Package
 - a. Essential Applicant Information (no longer than 2 pages)
 - b. Personal Statement (no longer than 3–4 pages) or Resume
 - c. Two References
 - d. A Statement of Assurance (no longer than 1 page)
2. Your completed nomination package must be postmarked by Friday, January 23, 2004. You will be notified when your nomination package arrives. If your nomination package is incomplete, we will ask you for the missing items and specify a deadline. If you are selected to serve as a member of the DCLG, you will be notified by May 2004.
3. Mail your completed nomination package, which should include the essential applicant information, personal statement, two references, and statement of assurance to: 2004 DCLG Nomination Package, c/o Palladian Partners, Inc., 1010 Wayne Avenue, Suite 1200, Silver Spring, MD, 20910, Phone: (301) 650-8660, Fax: (301) 650-8676.

A. Essential Applicant Information

Essential applicant information should be no longer than 2 typed pages. Please provide the following information (see Example on pages 4–5):

1. **Contact Information**
 - a. Name
 - b. Mailing address (no post office boxes) including street, city, state, and zip code
 - c. Home phone and fax numbers
 - d. Work phone and fax numbers
 - e. Email address
 - f. Occupation
2. **Demographic Information**
 - a. Gender: Male or Female

- b. Indicate whether you are a cancer survivor, caregiver, or professional/volunteer who works with cancer survivors or caregivers
- c. Race (optional): American Indian or Alaska Native; Asian American, Native Hawaiian or Other Pacific Islander; Black or African American; or White or Other
- d. Ethnicity (Optional): Hispanic or Latino, Not Hispanic or Latino
- e. Date of birth (optional) including month, day and year
- f. Education

3. Cancer Advocacy Experience

Describe how many years, and in what capacity, you have served or worked as a cancer advocate. Also briefly describe the nature of your cancer experience (as a survivor, patient, caregiver, volunteer, or health care professional working in a cancer-related field). Please indicate whether your advocacy activities have been performed as a volunteer or as a paid staff member.

4. Group/Constituency

Please identify your cancer group or constituency. We define constituency as a formal or informal group with whom you communicate regularly about cancer issues. Examples include local, regional, or national cancer advocacy organizations, or local support groups. Briefly describe the type(s) of cancer represented, demographic characteristics (for example, ethnic or racial group, adults or children, men or women), the approximate number of people in your group/organization, the percentage of members who are medically underserved, and the goal or mission of your group.

Essential Applicant Information – Example

A. Contact Information

Name: John Fernandez
 Mailing Address: 222 East James Street, Waterloo, Iowa, 50701
 Home Phone: 555-123-4567
 Work Phone: 555-123-7654; Work Fax: 555-123-5555
 Email Address: jfernandez@company.com
 Occupation: Teacher

B. Demographic Information

I am male and a cancer survivor
 Cancer site/type: tongue, diagnosed in 1997
 Ethnicity (optional): Hispanic
 Date of birth (optional): 5/25/1957
 Education: BS, Biology

C. Cancer Advocacy Experience

I have acted as a cancer advocate for others who are suffering from head and neck cancers since about a year after I was diagnosed. I established and run the Head and Neck Cancer Survivors Network of

Iowa. We link with five other local groups statewide to lobby for improved treatment and social services. I am a volunteer.

D. Group/Constituency

I represent the Health and Neck Cancers Survivors Network of Iowa. The Network helps hospitals and social workers across Iowa organize support groups for head and neck cancer patients. The Network is a statewide organization. We have approximately 5 organizations working together and we represent about 200 cancer patients. Our group serves men, women, and some children. The Network includes services for Hispanics and African Americans and about 10 percent are medically underserved.

B. Personal Statement for the DCLG or Resume

Please provide a personal statement that explains why you are interested in serving on the DCLG and your experience as it relates to the qualities described below. Your personal statement should be no longer than 3 to 4 type written pages. If you wish, you may submit your resume instead. Please make sure your resume reflects how you meet the qualities described below.

Preferred Qualities for DCLG Members

NCI and the DCLG have identified a set of qualities that DCLG members should have in order for the advisory committee to be effective and productive. Your personal statement should illustrate how you possess each of the following qualities. (Please note that providing examples that show how you have applied these qualities would be extremely helpful and is encouraged.)

1. **Cancer advocacy experience**

DCLG members must be experienced cancer advocates. They must be leaders within a cancer advocacy organization and have a successful track record of working with other advocates, advocacy groups, and in their communities.

2. **Ability to represent all cancer survivors**

It is natural that many cancer advocates specialize in one type of cancer, or in working with a specific constituency. However, in order to be an effective, cohesive committee, DCLG members must be able to set aside their specific cancer or constituency in order to deal with broad, crosscutting cancer issues.

3. **Leadership, communications, and collaboration skills**

DCLG members are asked to advise NCI on a variety of cancer research issues that are important to NCI and the cancer advocacy community. In order to reach group decisions and communicate those decisions to NCI and other cancer advocates, each member must

have strong leadership skills, excellent communications skills, including oral and writing skills, and be able to work well with a diverse group of individuals.

4. **Experience in cancer research, cancer health disparities, and/or cancer survivorship**

Although NCI will provide a great deal of information to DCLG members on significant cancer research topics, it is very helpful that members already have an interest in and understanding of cancer research in general and the role of NCI. In addition, the NCI Director has asked the DCLG to focus on cancer health disparities and cancer survivorship for the immediate future.

5. **Ability to facilitate dialogue**

In a recent survey, cancer advocates stated that the DCLG could play a valuable role by helping to improve collaboration between NCI and the cancer advocacy community. One way to improve collaboration is to improve dialogue between NCI and the cancer advocacy community. Ideal DCLG members will have experience in facilitating true dialogue between parties who have similar goals but may not always have the same opinions on how to reach their goals.

6. **Additional information**

You are welcome to provide any additional information including skills, accomplishments, and awards that are pertinent to your application to the DCLG.

C. References

Please provide the names, addresses, phone numbers, and email addresses of two persons who are familiar with your interests, accomplishments, and contributions that are relevant to the preferred qualities for DCLG members.

D. Statement of Assurance

Please provide a signed statement of assurance, which confirms that upon selection you will:

- Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director.
- Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI.
- Respond to requests from the NCI Director to examine emerging issues in cancer research.