

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

The FCE Travel Grant Program for FCE Fusion

FOCIS awards travel grants on a competitive basis to FCE trainees who demonstrate a desire to attend the FCE Fusion event at the FOCIS Annual Meeting. Travel grant recipients receive complimentary Annual Meeting registration. The value of the travel grant is:

- Awarded FCE* trainees receive the following support based on location:
 - \$100 – Local
 - \$500 – North America
 - \$1,000 – International

Information about the nomination, application, notification processes, and deadlines are available on the FCE website and emailed to FCE Directors and Associate Directors.

Eligibility Requirements

- A trainee affiliated with a FOCIS Center of Excellence (FCE)
- Membership of FOCIS confirmed before the event
- Abstract submission to the FOCIS Annual Meeting

Application Process: Using their own selection criteria, FCE Directors may submit one primary and one secondary trainee candidate. Local FCEs may submit two additional candidates for a total of four (4) candidates. Submissions are accepted through an [online nomination form linked here](#).

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 submit abstract to the FOCIS Annual Meeting
- FCE representatives attend a FOCISed course or FOCIS-affiliated educational activities
- Contribute to FOCIS publications
- Received a FCE Collaboration Travel Grant award
- Selected to host a virtual educational symposium
- 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*