

Research Secretarial Services

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Research Secretarial Services (RSS) supports peer-review funded principal investigators in all three divisions, which include basic, medical and population research at Fox Chase Cancer Center. RSS members provide secretarial and administrative services to assigned principal investigators and their staff. The services provided by RSS allow scientists to focus their efforts on research, thereby increasing scientific productivity. Members of RSS are experienced in all aspects of secretarial skills, in addition to being well versed in scientific and medical terminology. Cross-trained staff provide assistance to assigned investigators but frequently interact to ensure a continuum of service to meet multiple deadlines. Accurate and prompt preparation of grants, manuscripts, fellowship applications, abstracts, reviews, slides, posters, publication lists, curriculum vitae, biographical sketches, scientific report contributions, and correspondence is routinely provided by RSS staff, often under stringent deadlines. Administrative assistance is also provided in the scheduling of meetings, interviews, speaker and candidate itineraries, travel arrangements, check requests and reimbursements, computer training, literature searches, answering telephones, faxing, copying, and mailing.

A staff of 15 Administrative Assistants and Scientific Secretaries in this Center-wide department share offices and equipment in support of 65 Principal Investigators, including seven major program leaders. Laboratory members supported by RSS staff include Staff Scientists, Research Associates, Postdoctoral Associates, Graduate Students, and Visiting Scientists. RSS staff occupy 9 offices strategically located throughout the Center to provide convenient access to assigned investigators. These offices are equipped with upgraded Macintosh or personal computers, typewriters, and transcribers. Conveniently located laser printers, copiers, FAX, and scanner machines are shared by secretarial and scientific staff. This equipment is replaced as needed. Use of compatible computer equipment aids research and RSS department staff in the efficient sharing and transferring of files. Drafts of reports by scientific staff are easily exchanged with assigned secretaries for editing and proper formatting to produce a quality-controlled final product. Requests for electronic submission of grants and manuscripts has increased and RSS staff follow detailed instructions found on granting agency and journal websites to comply with submission requirements.

RSS staff provide individual training for new secretarial and scientific staff in Microsoft Word, EndNote, and other pertinent software programs. Software used by RSS members includes Microsoft Word, Excel, PowerPoint, Outlook Express, PubMed, Adobe Acrobat Reader, QuickTime, Netscape Communicator/Firefox, Internet Explorer, and Safari. EndNote, a bibliographic management program, provides valuable assistance to RSS members in maintaining reference libraries for FCCC investigators, and is particularly useful for quick formatting changes in varied journal styles. The Virex program protects against computer viruses.

RSS staff play an integral role in the preparation and submission of publications by FCCC investigators. The Abstract Secretary, Sarah Berman, maintains a log of manuscripts submitted from the Fox Chase

Cancer Center to scientific publications. Abstracts from these manuscripts are prepared and distributed to scientific personnel in an effort to keep FCCC investigators abreast of current research being performed at the Center.