

Table of Contents

Introduction
Policy Statement
Purpose
Scope
Eligibility Criteria
Benefits & Responsibilities of Membership
Applying for Membership
Implementation Process
Other Related P&P
Who Should Be Knowledgeable About This Policy
Policy Maintenance Responsibility
Policy Authorization
Version/Revision History

Introduction

The Children's Oncology Group (COG) International Associate Membership, established for individuals at a non-COG institution outside United States and Canada, serves to promote scientific exchange between the COG and the institution that the International Associate Member represents.

Policy Statement

It is the policy of the Children's Oncology Group (COG) to encourage international research collaboration and exchange in pediatric oncology via COG membership for individuals outside the United States and Canada.

Purpose

The purpose of this policy is to outline the eligibility criteria, application requirements and process, and benefits and responsibilities of COG's International Associate Membership.

Scope

This policy applies to all individuals outside the United States and Canada applying for International Associate Membership at the COG.

**Eligibility
Criteria**

The criteria for International Associate Member are as follows:

- Requests for International Associate Membership will be considered from **individuals**, not institutions, outside the United States and Canada.
- Only **one** International Associate Member applicant **per institution** will be recognized. Exceptions may be granted to applicants who are an internationally recognized, established leader in a research area highly relevant to COG research, or to leaders of other pediatric cancer international societies or consortia.
- The applicant must be the head of the pediatric oncology or related discipline's department/division/section at his/her institution or serve as his/her institutional designee.
- The applicant must be engaged in childhood or adolescent cancer research.
- The applicant must have two letters of support from full members of the COG.

**Benefits &
Responsibilities
of Membership**

International Associate Members

- Must attend at least one semi-annual COG meeting every three years, either in-person or by appointing a delegate from his/her institution.
- Are welcome to attend all open COG committee and group meetings, and may participate in the meetings but may not vote.
- May invite up to two additional individuals from his/her institution to attend the Fall COG Group Meeting. **Note:** A non-member meeting registration fee will be charged for those additional attendees.
- Are entitled to access the Members Only section of the COG Web site that is reserved for them, including access to COG research protocols. **Note:** COG protocols are research documents and **not** treatment guidelines. Clinicians are encouraged to consult published papers and other documents to guide treatment approaches.
- May not enroll patients on COG studies.
- Agree to share scientific results of studies from their own institution with their colleagues in the COG.

**Applying for
Membership**

The application for International Associate Member is located on the [Joining the COG](#) page of the COG Public Web site.

Implementation Process

The table below describes the process (roles and responsibilities) for International Associate Membership applications.

Step	Role	Responsibility
1	Applicant	Accesses and completes the <i>International Associate Membership Application</i> , and includes two letters of support (see Eligibility Criteria section) and a CV or Biosketch. Note: The online application is located on the COG Public Web site at http://www.childrensoncologygroup.org .
2	Applicant	Sends the application and required documents to the address indicated on the application.
3	Membership Office	Reviews the application and documents to ensure eligibility criteria is met.
4	Chair, Membership Committee	Reviews the application and (as appropriate) recommends the individual to the Group Chair.
5	Group Chair	As appropriate, approves or denies the individual membership.
6	Membership Office	Once applicant is approved, <ul style="list-style-type: none"> • adds new member to the membership database; • sends the approval letter and new member letter (with Web access information) to the new member; and • tracks meeting attendance.

Other Related P&P

- [International Associate Membership Application](#)

Who Should Be Knowledgeable About This Policy

Those who are responsible for following the guidelines/performing the procedures that implement this policy (including all COG Members and applicable Operations/Administrative Personnel involved in the [Scope](#) of this policy), those who have the oversight and/or supervisory responsibility for these guidelines/procedures, and those who have the responsibility to authorize this policy and its related guidelines/procedures should be knowledgeable about this policy. See also [Process](#) table above.

**Policy
Maintenance
Responsibility**

- Policy Owner – COG Membership Office
 - Policy Contact – Manager, Membership Office
-

**Policy
Authorization**

Approval Indicator: Approved by the Executive Committee on 03/11/16
COG Executive Committee

**Version/Revision
History**

Reassessment of this policy will occur once every 24 months; interim revisions will be incorporated as needed. The table below documents the version/revision history for this policy. A cumulative history for this document is maintained for ten years.

Approval Date	Version	Version/Revision Summary
10/2002	V1.0	Initial documentation/publication. (Admin. Section 3.4)
07/2009	V2.0	Re-assessment and revision.
12/30/13	V3.0	Re-assessment and republication.
03/11/16	V4.0	Re-assessment and republication.