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**Introduction**

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

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**Policy Statement**

It is the policy of COG to encourage international research collaboration and exchange in pediatric oncology via COG membership for individuals outside the United States and Canada.

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**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.

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**Scope**

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

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## Eligibility Criteria

The criteria for International Associate Membership 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 internationally recognized, established leaders in a research area highly relevant to COG, 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 their institution or serve as their 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 COG in good standing.
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## Benefits & Responsibilities of Membership

International Associate Members have the following benefits and responsibilities:

- must attend at least one semi-annual COG meeting every three years, either in-person or by appointing a delegate from their institution, attendance at any virtual COG meetings will count towards this requirement and is strongly recommended;
- are welcome to attend COG committee and group meetings that are open to all individual members. May participate in the meetings but may not vote;
- may invite up to two additional individuals from their institution to attend any semi-annual COG Group Meeting. **Note:** A non-member meeting registration fee will be charged for those additional attendees for in-person meetings only;
- access the COG Member Website 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; and
- agree to share scientific results of studies from their own institutions with their colleagues in COG.

**Note:** International Associate Members may not enroll patients on COG studies.

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## Applying for Membership

The application for International Associate membership, along with this policy, are located on the [Joining the COG](#) page of the COG Public Website.

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## Application Process

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

Step	Role	Responsibility
1	Applicant	Completes the <a href="#">International Associate Membership Application</a> , and includes two letters of support (see <a href="#">Eligibility Criteria</a> section) and a CV or National Institutes of Health (NIH) Biosketch.
2	Applicant	Sends the application and required documents to: <a href="mailto:Membershipinfo@childrensoncologygroup.org">Membershipinfo@childrensoncologygroup.org</a>
3	Membership Department	Reviews the application and accompanying documents to ensure eligibility criteria are met.
4	Chair, Membership Committee	Reviews the application and makes a recommendation about the individual to the Group Chair.
5	Group Chair	As appropriate, approves or denies the international associate membership.
5	Membership Department	<p>If the applicant is approved:</p> <ul style="list-style-type: none"> <li>• adds the new member to the membership database;</li> <li>• sends the approval letter and new member letter (with COG Member Website access information) to the new member; and</li> <li>• tracks meeting attendance.</li> </ul> <p>If the applicant is denied, informs the applicant of the decision.</p>

## References

- [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.

**Policy Maintenance Responsibility**

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

**Policy Authorization**

Approval Indicator: Approved by the Executive Committee on 05/31/2024  
COG Executive Committee

**Version/Revision History**

Per [COG Policy & Procedure \(P&P\) Documentation](#), reassessment of this policy will occur at least once every 36months; 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	Reassessment and revision.
12/30/13	V3.0	Reassessment and republication.
03/11/16	V4.0	Reassessment and republication.
05/31/24	V5.0	Reassessment and revisions. Updated the benefits & responsibilities of membership, and the application process.