



v. October 2015

Submitted to Exec.BoD: Oct.2015

Approved: Nov. 10, 2015

MEMBERSHIP APPLICATION FORM

PLEASE PRINT OR TYPE

Name of Member Group (name and acronym of group):

Contact Person Representing Member Group (Name) :

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Please attach documentation specified on the GCIG website and the Policy Document and summarized here:

Any international or national research cooperative group performing clinical trials in gynecologic cancer may become a member group of the GCIG first as a Provisional member and then as a Full Member. A cooperative group consists of several centers/sites hence a single center/site is not eligible for membership. A potential new member group should complete this Membership Application form and provide documentation concerning the following criteria:

Identification of the international or national cooperative group operating as a Clinical Trials research Group in Gynecologic Cancer. Include contact name, address, telephone, fax, and email.

The Group complies with Good Clinical Practice (GCP). A document should be provided from the group which includes confirmation that all centers/sites within the group adhere to GCP and have fulfilled GCP education and certification.

The Group has or is able to perform randomized therapeutic clinical trials in gynecologic cancer(s) following GCP criteria, with *sufficient data management and statistical support*.

The Group has completed and published in the peer-reviewed literature, at least one therapeutic clinical trial in the field of gynecologic oncology in the last five years, .

The Group has in place adequate indemnity insurance for research subjects (include brief description of Group policy).

The Group is regularly externally audited (include copy of most recent Group Audit certificate).

The Group engages in regular auditing of its own centres/sites (include copy or descriptor of SOP).

The Group engages in trial-specific monitoring of its own centres/sites (include copy or descriptor of SOP).

If the Group participates in clinical trials which include radiation therapy treatment, it's centres/sites are obliged to adhere to regular (internationally recognized) OSLD checks of RT equipment (include copy or descriptor of SOP).

The Group is willing to support up to 6 representatives reflecting appropriate expertise to attend the General Assembly of the GCIG twice yearly with representation and active participation in the Standing Committees and Working Groups.

The Group will elect one representative to act as its voting Director on the Executive-Board of Directors.

The Group is willing to pay annual dues.

If a group is granted membership, it is expected that at least one group representative will participate in the Harmonization Standing Committee.

A Membership application together with documents specified above should be submitted to the Membership Committee via the Operations Manager ops.gcig@gmail.com .

In the event that the application does not comply with all the requested criteria, Observer Status may be allowed for that cooperative group for one year. During that time one representative can attend the General Assembly (twice yearly). However, there will be no representation on the Executive-Board of Directors, no voting rights and no annual dues. Extended Observer Status can be considered by the Membership Committee for two additional years if progress has been demonstrated.

If the application complies with all the required criteria the new member group will be admitted as a Provisional Member of the GCIG for two years. Representation during that two-year period is the same as for Full Members. Each dues-paying provisional and full member has one vote on the Executive-Board of Directors. Upon review by the Membership Committee, provisional membership will change over to full membership after two years following active participation (contribution to patient accrual on behalf of the Member Group) in at least one GCIG study during that period. Groups that fail to achieve full membership after the two year provisional period may be considered for repeat provisional membership at a future date on a case-by-case basis.

Send to: GCIG Membership Committee,
c/o Monica Bacon – GCIG Operations Manager
1201 Division Street, #24032,
Kingston, Ontario, Canada
K7K 7A6

Phone:(00)1-613-536-1651

E-mail: OPS.GCIG@gmail.com
