Membership Application Instructions

Preliminary Application

All institutions interested in joining RTOG must submit a Preliminary Application (http://www.rtog.org/AboutUs/MembershipApplicationMaterials.aspx). The Preliminary Application is reviewed by RTOG Headquarters Administration to determine the appropriate RTOG membership type and structure for the potential member. New members enter the group as an Affiliate or Satellite member or as an NCI-designated CCOP. *ALL* performance (Satellite) sites must be listed including those where treatment may be delivered outside of the main applicant institution. The IRB assurance that covers each performance site must describe the corporate structure or its relationship to the applicant institution. The expanded RTOG Membership Application may be submitted once all questions concerning the Preliminary Application have been resolved.

Complete Membership Application – Completed after Preliminary Application is approved.

The RTOG Membership Application is available on the RTOG Web site at http://www.rtog.org/AboutUs/MembershipApplicationMaterials.aspx. If several sites comprise your institution, an application must be submitted for each.

All applications for membership are carefully reviewed by RTOG staff, the Group Physicist, and the RTOG Membership Committee or CCOP Membership Committee leadership. RTOG will work with each applicant to correct deficiencies and resolve questions identified during the membership application process. Potential international members must translate the entire application plus all attachments into English.

Institutions applying for an Affiliate membership must submit a non-refundable fee of $3,000 ($10,000 for Non-North American sites) with their application plus $1,000 ($3,000 for Non-North American sites) for each additional Satellite site identified in the Preliminary Application. The $10,000 or $3,000 fee for Non-North American member sites is a one-time fee to help defray future audit costs. Checks should be made payable to the American College of Radiology/RTOG. Potential CCOP members do not have to submit an application fee.

Institutions applying for Affiliate membership must designate an RTOG Full member as their parent organization. The Full member principal investigator must agree to sponsor the Affiliate member and sign-off on the application. RTOG can provide contact information for the Full member institutions.

Membership Requirements

Affiliate members are required to accrue five case credits in the first year of membership, and in every calendar year thereafter. All physicians and staff at the applying institution are required to complete the National Institute of Health Protecting Human Research Participants Course. The course is available at http://phrp.nihtraining.com/users/login.php. In addition, it is recommended that your Research Associate attend an RTOG orientation session. For more information about these sessions, please contact RTOG Data Management at (215) 574-3230.

International Member Requirements - The international site principal investigator must attend a RTOG Semiannual Meeting and the primary research associate (RA) must participate in the RA orientation program, which is scheduled three (3) times per year at RTOG Headquarters and at the Summer RTOG Semiannual Meeting. The International member must accrue ten (10) patients per each twelve-month period following a twenty four (24) month start-up period. International members must provide certified translations of RTOG study consent forms.

For additional information about RTOG membership, including minimum membership requirements and the annual review criteria, go to our Web site http://www.rtog.org/LinkClick.aspx?fileticket=WDSHTqDEobQ%3d&tabid=164. For additional help in completing the Preliminary or Complete Membership Application contact the RTOG Membership Associate at RTOG_Membership@acr.org or (215) 574-3173.