

Preliminary Application - This is the first step in the RTOG membership application process.

Every applicant institution must complete a preliminary application which will be reviewed by RTOG Headquarters Administration and the Membership Evaluation Committee. You must list ALL performance sites where treatment is received outside of the applicant institution. The IRB assurance that covers this site needs a description of the corporate structure or its relationship to the applicant institution. We will determine the membership type for that application that the institution should be applying for. Once that is complete you can access an application for membership on our website at http://www.rtog.org/members/complete_app.pdf

RTOG Application For Membership – This is the second step in the RTOG membership application process.

All applications for membership will be carefully reviewed and RTOG will work with you to correct any deficiencies prior to membership approval.

If several sites comprise your institution, you must complete an application form for each.

If you are applying for an affiliate member, there is a non-refundable application fee of \$3,000 per institution. There is a non-refundable application fee of \$1,000 for each performance site, if the site is independent and provides treatment. Checks should be made payable to the American College of Radiology/RTOG. Each institutions correspondence, case credits, etc., will be sent to their full or affiliate member institution. It is there responsibility to distribute this information.

For affiliate applications, you will be asked to indicate the desired activation date on your application form. Please keep in mind that you will be required to place five treatment cases on study in the first year of your membership, and in every calendar year thereafter. For this reason, we recommend you activate your membership within six months of notification of approval.

In addition, we recommend that your Research Associate should attend an RTOG orientation session. For more information about these sessions, please call Joanne Ley, (215) 574-3201.

For additional information about RTOG membership including minimum requirements to join, go to our web site <http://www.rtog.org/manual/manual.pdf>

All physicians and staff at the applying institution are required to complete the National Institute of Health Human Subjects Research Course. The course is available on line at <http://cme.nci.nih.gov>