



v. January 2019

MEMBERSHIP APPLICATION FORM (Please Type)

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

Name of contact person representing Member Group:

Member Group Address:

Telephone:

Contact e-mail address:

Please attach relevant documentation as specified on the GCI website and in the Policy Document (summarized here):

- Any international or national research cooperative group performing clinical trials in gynecologic cancer may become a member group of the GCI 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:

1. 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.
2. 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.
3. 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**.
4. 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.
5. The Group has in place adequate indemnity insurance for research subjects (include a brief description of the Group policy).
6. The Group is regularly externally audited (include copy of most recent Group Audit certificate).
7. The Group engages in regular auditing of its own centres/sites (include copy or descriptor of SOP).
8. The Group engages in trial-specific monitoring of its own centres/sites (include copy or descriptor of SOP).

9. If the Group participates in clinical trials which include radiation therapy treatment, its centres/sites are obliged to adhere to regular (internationally recognized) OSLD checks of RT equipment (include copy or descriptor of SOP).
10. 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.
11. It is expected that at least one group representative of the 6, will participate in the Harmonization Standing Committee.
12. The Group will elect one representative to act as its voting Director on the Executive Board of Directors.
13. The Group is willing to pay annual dues.

A membership application form together with documents specified above should be submitted to the Membership Committee via the Operations Manager gigopsasst@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 at least one year and at the discretion of the GCIG Chair. 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 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 Katherine Bennett – GCIG Operations Manager, Kingston Main, #25, Kingston, Ontario, Canada, K7L 4V6

Phone:(00)1-613-539-6456

E-mail: gigopsasst@gmail.com