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# INDIVIDUAL MEMBERSHIP

## International Associate Membership

Policy Number: IM-008  
Revised Date: 09/19/2025



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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 research collaboration and scientific exchange between COG and the institutions that the International Associate Members represent.

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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 at non-COG institutions 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, based in countries outside the United States and Canada that are not on the U.S. Department of State's list of Countries of Particular Concern or Special Watch List Countries.
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- 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 individual members of COG in good standing.
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## Benefits & Responsibilities of Membership

International Associate Members have the following responsibilities and benefits:

- must complete the International Associate Member Annual Verification;
- agree to share scientific results of studies from their own institutions with colleagues in COG;
- are welcome and encouraged to attend COG group meetings that are open to all individual members. May participate in the meetings but may not participate in any voting;
- may invite up to two additional individuals from their institution to attend any COG Group Meeting. Note: A non-member meeting registration fee will be charged for those additional attendees for in-person meetings only; and
- can 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.

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 International Associate Membership Application, and includes two letters of support (see Eligibility Criteria section) and a CV or National Institutes of Health (NIH) Biosketch.
2	Applicant	Sends the application and required documents to: Membershipinfo@childrensoncologygroup.org
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.
6	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.</li> </ul> <p>If the applicant is denied, informs the applicant of the decision.</p>

## International Associate Member Annual Verification

COG's International Associate Member Annual Verification is a required form used to confirm member interest in maintaining International Associate Member status, verify continued eligibility and provide a signed attestation acknowledging understanding of and compliance with COG's policy on International Associate Membership.

International Associate Members will be prompted annually by COG to complete the verification form.

- The verification form must be properly completed, signed and submitted to COG.
- Failure to complete the verification form may result in termination of International Associate Membership.

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## References Or Linked Forms

- International Associate Membership Application
  - [U.S. Department of State – Designated Entities and Countries](#)
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## 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.

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## SOP Maintenance Responsibility

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

## SOP Authorization

Approval Indicator: Approved by the Executive Committee on 09/19/2025

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## Version/Revision History

Per *COG Policy & Procedure (P&P) Documentation*, reassessment of this policy will occur at least once every 36 months; 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.
9/19/2025	V6.0	Reassessment and revisions. Updated the eligibility criteria to include restrictions based on U.S. Department of State's list of Countries of Particular Concern or Special Watch List Countries. Updated responsibilities section to remove meeting attendance requirement and add Annual Verification completion. Added International Associate Member Annual Verification section.

