Dear colleagues,

The Membership Committee is seeking applications to fill vacant committee positions. Committee members will participate in the face-to-face semiannual committee meetings and ad hoc conference calls. Committee members will evaluate new applications for membership using established criteria; monitor patient accrual; evaluate compliance with required data submissions; evaluate the quality assurance audits; visit member sites as necessary for evaluation; make recommendations to the Group Chairs regarding a Member Institution’s initial or continued participation in NRG Oncology. The Membership Committee also shall make recommendations to the Group Chairs regarding the acceptance of an application or termination of a member based upon its reviews. The Membership Committee will consider and adjudicate appeals and/or disputes related to membership and will issue recommendations to the Group Chairs for final decisions.

We look forward to receiving your application.

Sincerely,

David Scott Miller, MD

NRG Oncology Deputy Group Chair for Membership

**MEMBERSHIP COMMITTEE REQUIREMENTS**

**Committee Member:**

The Committee will consist of approximately fifteen (15) members, and the members will be appointed by the NRG Oncology Group Chairs upon recommendation of the Membership Committee Chair and Vice Chairs. In order to be considered for Committee membership, investigators must submit an application form and packet (please see below). The applications will be reviewed by the committee Chair and Vice Chairs, who will make recommendations to the NRG Group Chairs based on the applicant’s prior NRG engagement including track record of patient accrual to NRG Oncology trials, clinical trial experience, clinical or research expertise, subspecialty and involvement in current NRG Oncology trials.

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Committee members will serve up to a five-year term with the possibility of renewal, depending on the level of participation and engagement. Committee members who do not maintain high level of participation during their term may be asked to rotate off before their term ends. Assignment of Committee terms will be based upon seniority in order to permit staggering of committee turnover.

**APPLICATION FOR COMMITTEE MEMBERSHIP**

Application packages should be sent electronically to:

[Committee-Nominations@nrgoncology.org](mailto:Committee-Nominations@nrgoncology.org)

Application packages for the Committee membership will be reviewed and appointments will be announced prior to the NRG Oncology semiannual Meeting in February 7-9, 2019. The applications will be due by ***Monday, November 6, 2018****.* Committee members are expected to attend the NRG Oncology semiannual meetings and any scheduled conference calls; however, there is no funding support from NRG Oncology to attend the meetings.

The application package will consist of:

* The completed application form
* A brief less than one (1) page cover letter stating the reasons why the applicant wishes to join the committee, what contributions he/she expects to make to the group, and outlining relevant past contributions and accomplishments.
* A brief NIH-type biosketch that identifies only key information OR an abridged (limit 4 pages) CV. The new NIH biosketch format may be used in lieu of the cover letter (<http://grants.nih.gov/grants/funding/424/index.htm#format>).
* Letter of support from the Institutional Corresponding Principal Investigator.

**COMMITTEE APPLICATION FORM**

|  |  |
| --- | --- |
| Name |  |
| Participating Institution |  |
| Address |  |
| City, State, Zip |  |
| Country |  |
| Phone |  |
| Email |  |

**NRG Oncology Membership Status:**

LAPS  NCORP  Main Member  Affiliate

**Institutional accrual to NRG Oncology trials in the past 5 years (including affiliates)**

Number of patients

**Specialty**

GYNECOLOGIC ONCOLOGY

MEDICAL ONCOLOGY

PATHOLOGY

PHYSICS

RADIATION ONCOLOGY

RADIOLOGY

SURGICAL ONCOLOGY

OTHER, SPECIFY:

**Area(s) of Clinical/Research Expertise**

**Involvement with Current NRG Oncology Trials**

Are you currently the PI or a Co-chair on a current NRG Oncology trial?

Yes Which Trial

No

**Prior NRG Oncology Meeting Attendance:**

February 2014  July 2014

February 2015  July 2015

January 2016  July 2016

February 2017  July 2017

January 2018  July 2018

**Committee Membership**

Are you currently a member on any other committees?

Yes Which committees

No

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: