

FREQUENTLY ASKED QUESTIONS

Alliance for Clinical Trials in Oncology Membership

Q: What is the process for changing the PI of an institution?

A: A letter of notification of the change in PI signed by both the outgoing and incoming PI must be submitted to the Group Chair with a copy to the Membership Manager at: membership@alliancenctn.org. Please include the effective date and if the outgoing PI will continue membership as an investigator or will need to be withdrawn. The CV of the incoming PI should be included with the letter.

Q: Who should be contacted regarding institution name changes, address changes and/or mergers?

A: The Enterprise Core Unit (ECU), a division of National Cancer Institute, should be contacted via email at: ecuhelpdesk@mail.nih.gov regarding any changes in institution name, address changes, mergers, etc.

Q: Can an affiliate application be submitted separately from the main member application?

A: If the main member is already an approved Alliance member, the affiliate application should be submitted by the main member with a letter of support from the main member Principal Investigator in addition or in conjunction with the application cover letter. If a main member has not yet applied for Alliance membership, it is requested that the main member application and affiliate applications be submitted as one packet. An affiliate application will not be accepted if a main member is not identified and/or not a member of the Alliance.

Q: What is the process to add a new affiliate?

A: An affiliate application must be submitted to membership@alliancenctn.org for Membership Committee approval. The application should be accompanied by a cover letter from the Main member PI with an explanation of the infrastructure that is in place to support and monitor clinical trials at the affiliate site.

Q: How can an affiliate change to a Main member?

A: An affiliate wanting to become a Main member must submit a Main member application to membership@alliancenctn.org. Main member applications are reviewed by the Membership Committee and, if approved, are recommended to the Board of Directors for final approval.

Q: How does an institution withdraw membership?

A: A letter from the PI stating the intent to withdraw membership and the effective date should be submitted to the Group Chair and copy the Membership Manager at membership@alliancenctn.org.

Q: How can I join a committee?

A: Committee Chairs select the committee members. To become a member of a particular committee contact the chair to express interest in becoming a member. Committee information can be found at:
<https://www.allianceforclinicaltrialsinoncology.org/main/member/standard.xhtml?path=%2FMember%2FOffice-Of-The-Group-Chair>