

# Cooperative group membership: An online three-step process

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In the last *Bulletin*, we announced the opening of several new and exciting trials, including Z6041 (Local Excision Neoadjuvant Chemoradiation for Early Rectal Cancer), Z1031 (Neoadjuvant Aromatase Inhibitors in Breast Cancer), and Z4032 (Brachytherapy and Sublobar Resection in Non-Small Cell Lung Cancer). There was great enthusiasm for these trials expressed at the Clinical Congress in San Francisco, CA, in October. We learned, however, that many surgeons have not registered with the National Cancer Institute (NCI) or with the American College of Surgeons Oncology Group (ACOSOG) and therefore cannot participate in NCI-sponsored trials. In response, we have written a short primer on how to join a cooperative group. We hope you find this condensed material useful.

For convenience, links to all of the following information may be found at the ACOSOG membership Web site: [https://www.acosog.org/membership/NCI\\_reg\\_info.jsp](https://www.acosog.org/membership/NCI_reg_info.jsp).

## Detailed instructions

Joining a cooperative group allows practicing surgeons to participate in NCI-sponsored

clinical trials. Joining is easy. The following information has been taken from the Web and organized to help guide you through the process.

### Step 1

*National Cancer Institute investigator registration:* To contribute to the many surgical trials performed by the NCI, you must first register with the NCI and get a NCI investigator ID number. This is done through the NCI's Pharmaceutical Management Branch (PMB).

Instructions:

- Click on the link to download each form at <http://ctep.cancer.gov/resources/investigator2.html>.
- U.S. Food and Drug Ad-

ministration (FDA) Form 1572—Statement of Investigator. This two-page form outlines the responsibilities that the investigator agrees to assume in order to conduct the study.

- Supplemental Investigator Data Form. This two-page form will document the date that the investigator successfully completed the "Protection of Human Research Subjects" training. If you have not completed this training at your own institution, you can do it online at: <http://www.cancer.gov/clinicaltrials/learning/page3> (expect 30-60 minutes to complete).

- Financial Disclosure Form. This one-page form defines the investigator's financial relation-

#### Step 1: NCI investigator registration

<http://ctep.cancer.gov/resources/investigator2.html>

- Download and complete three forms
- Mail three forms and curriculum vitae to NCI
- Receive NCI investigator ID number

#### Step 2: Cancer Therapy Evaluation Therapy Program (CTEP) registration

CTEP-AMS registration system

#### Step 3: ACOSOG registration

[https://www.acosog.org/membership/NCI\\_reg\\_info.jsp](https://www.acosog.org/membership/NCI_reg_info.jsp)

ship with any private sector bodies.

- A curriculum vitae must be submitted with the FDA Form 1572.
- Completed registration packets should be mailed directly to PMB at the address noted on the forms. A response may take a few weeks.

Once approved, you will be given a NCI investigator ID number and you can proceed to steps 2 and 3.

### **Step 2**

*Cancer Therapy Evaluation Program (CTEP) registration:* Now that you have a NCI ID number, you will need to establish a “user account” with CTEP. (CTEP is the division of NCI that performs large cancer trials.) The Web application automatically searches for electronic information from your FDA Form 1572. If you confirm the accuracy of the database information, you will be asked to

choose a user name and provide an e-mail address.

- Access CTEP registration at <https://iapps-ctep.nci.nih.gov/ctepar/main.html>.
- Select “new registration” from the menu.
- Answer “yes” to the question “Are you a physician?”
- Complete the CTEP Investigator New Account application, which asks for a name and NCI investigator ID number.
- Hit “submit” to send the information.

You will receive an e-mail with notice of approval and a user name and temporary password. At this point, you activate the account by entering your user name, temporary password, and a permanent password. You will automatically become part of the CTSU (Clinical Trials Support Unit).

Any questions or problems with the online registration process should be directed to the CTEP Registration Help Desk

via e-mail to [ctepreghelp@ctep.nci.nih.gov](mailto:ctepreghelp@ctep.nci.nih.gov) or by telephone at 301/496-9910. Help is available via telephone Monday through Friday, 8:30 am to 4:30 pm, EST.

### **Step 3:**

*American College of Surgeons Oncology Group (ACOSOG):* The final step is to complete the membership application for ACOSOG.

- Access ACSOSOG registration at: [https://www.acosog.org/membership/NCI\\_reg\\_info.jsp](https://www.acosog.org/membership/NCI_reg_info.jsp).

• Complete the Web-based application, which asks for the NCI investigator ID number, demographics, hospital affiliation, disease sites of interest, and research coordinator contact information.

- You will receive an e-mail confirmation containing your ACOSOG ID and password for access to the ACOSOG membership Web site.

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## **EXPERT WITNESS, from page 30**

interest in public policy, thus providing powerful support to medical associations that were trying to improve the quality of expert testimony by their members.<sup>5</sup>

### **Conclusion**

Emboldened by the court decisions supporting the legality of the AANS professional conduct program, the College has begun strengthening its program through the implementation of a CJC review process, the expert witness affirmation, ST-8 the development of model state legislation, and working with other membership organizations to build consensus. Through these efforts, the ACS continues to safeguard the standards of surgical care necessary to sustain an optimal and ethical medical practice environment. [Q]

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### **References**

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