

# GROUP MEMBERSHIP - APPLICATION FORM



*Please read carefully and complete the below fillable form*

Please note that to be considered for membership, your group must already be active in breast cancer research or must be developing the infrastructure to do so. As a general rule, BIG admits only academic, non-for-profit entities as members, but specific other cases may be considered.

Decisions about membership are taken by BIG's General Assembly, including whether a group should be admitted as an Effective Member with voting rights, or as an Adherent Member.

Effective members are Groups that meet the criteria of being legal entities and that conduct clinical trials and other research in breast cancer. Groups accepted to BIG as Adherent Members have all the same rights as Effective Members, except to nominate members to the BIG Executive Board, and to vote. Reasons for accepting a group as an Adherent Member include 1) not being a legal entity and 2) not yet having had experience in breast cancer clinical trials.

## **I. General information about your group**

**A. Full name of your group (e.g., Breast International Group):**

**B. Group acronym (e.g., BIG):**

**C. Complete registered address of your group (+ VAT number if applicable):**

**D. Website:**

**E. Group legal status (mandatory fields):**

Please check the one that applies:

Legal entity

de facto association

In case of a de facto association, is your group already represented by another legal entity (such as a hospital) ?

No

Yes - please provide all details below

Name, address, phone number and email address of the legal entity representing the group:

**Please provide a copy of your articles of incorporation / statutes (in English or French translation if possible).**

Please check the one that applies:

Not-for-profit structure

For-profit structure

In case of a for-profit structure, please describe in detail (e.g., rationale for the structure, who are the shareholders, how is the profit used). Add additional pages as necessary.

## **II. Group representative(s)**

### **A. Please designate an official representative for your Group in BIG**

Important considerations for selecting your official representative:

- Your group must select an official representative who will act as the main contact between your group and BIG Headquarters (HQ) and will receive all correspondence from BIG HQ. In specific cases, two individuals may serve as co-official representatives and share the responsibility.
- If your group is admitted as an Effective Member, the official representative must have the authority to take decisions on behalf of your group and vote. If there are co-official representatives, together they will have 1 vote. If your group is admitted as an Adherent Member, the official representative will not have voting rights, but will be able to participate in other activities.
- The official representative may be someone other than the chair of your group or the person submitting the application.
- The official representative must have the time to dedicate to BIG activities (e.g., attending scientific meetings and general assemblies, responding to BIG HQ surveys and queries, etc). Please note that BIG may hold its face-to-face meetings during conferences such as EBCC, the St-Gallen Breast Cancer Conference, ASCO, ESMO and SABCS. Unfortunately, BIG does not have funds available to support the travel of its members to these events. Some of the above-mentioned meetings are being held in a virtual format.

For information about how BIG is governed, and the roles of BIG member groups within that structure, refer to the following documents to be found on the BIG website under [Network - Membership documents](#)

- BIG Statutes (Articles of Incorporation),
- BIG-02.5 General Assembly / Member Groups Charter,
- BIG-01 - Vision, Mission and Principles of Research Conduct,
- POL BIG-19 - Code of Conduct,
- Guidelines for Official Representatives.

It is essential for BIG member groups and their representatives to be familiar with these documents and their content, so thank you for ensuring that they are read carefully.

**Please identify your official representative(s)** (i.e., who can vote on behalf of your group) (please duplicate this section if you intend to have two individuals acting as co-official representatives - see below):

**Full name:**

**Title (e.g., Dr, Prof, Ms, Mr) :**

**Function (e.g., Head of Oncology...):**

**Primary area of expertise** (e.g., oncology, surgery, clinical trial operations, pathology ...):

**Address:**

**Telephone:**

**Mobile:**

**Email:**

**E-mail 2**

**Personal assistant contact information (this person will be copied in all communications to the official representative):**

**Full name:**

**Telephone :**

**Email:**

Please complete the below section ONLY if you intend to have two individuals acting as co-official representatives:

**Full name:**

**Title (e.g., Dr, Prof, Ms, Mr) :**

**Function (e.g., Head of Oncology...):**

**Primary area of expertise (e.g., oncology, surgery, clinical trial operations, pathology ...):**

**Address:**

**Telephone:**

**Mobile:**

**Email:**

**E-mail 2**

**Personal assistant contact information (this person will be copied in all communications to the official co-representative):**

**Full name:**

**Telephone :**

**Email:**

## **B. Operational representative of your Group**

If you do not designate a co-official representative of which one is an expert in clinical trial operations, it is highly recommended to also appoint a non-voting representative who has this expertise and responsibility in your group. This person will receive all correspondence from BIG HQ and will also be invited to attend BIG Scientific and General Assembly meetings.

**Full name:**

**Title (e.g., Dr, Prof, Ms, Mr) :**

**Function (e.g., Head of Clinical Operations...):**

**Address:**

**Telephone :**

**Email:**

## **C. Other representatives**

As a general principle, participation in BIG meetings will be restricted to your (co-)official representative and non-voting clinical operations representative. This is to help BIG manage the size and limit the costs of its face-to-face meetings. Any requests for other members of your group to participate in BIG meetings must be approved in advance by BIG HQ.

### III. Group Description

**Please provide a description of your group** (on separate page[s]). Relevant information includes the following:

- How it is organized and governed
- What is its clinical trials management infrastructure (e.g., data management; ability to sponsor trials; ability to manage regulatory / ethics committee submissions; ability to contract with and pay sites; set-up for pharmacovigilance, monitoring, etc)
- Your group's track record in breast cancer clinical trials
- Number of hospitals affiliated with your group
- The countries in which your group is active
- If a for-profit entity, please provide all relevant detail (see also section I)

Please provide relevant supporting documents, including a copy of your group's articles of incorporation / statutes (in English or French if possible) and recent publications.

## Group description - Cont.



#### IV. Request for membership

Before submitting your application and joining BIG, please review BIG-01-Vision, Mission and Principles of Research Conduct, which represents the BIG philosophy and principles of research conduct, and all other documents mentioned in section II. It is essential that BIG member groups adhere to the principles described therein.

This application will have to be signed by the official representative (and co-official representative, if applicable); once the form is fully completed, it will be submitted for electronic signature.

I / We, the undersigned,        *(Title, Full name of official representative)*

*(Title, Full name of co-official representative - only if applicable)*

as representative(s) of        *(Name of the Group)*

located in                        *(City, Country)*

hereby request that            *(Name of the Group)*

be admitted as a member of BIG.

Please check to confirm

I / We have read and understood the documents in appendix as listed in section II and declare my / our agreement with the provisions set forth therein.

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On behalf of        *(Name of the Group)*

Signature of official representative

Date

Signature of co-official representative (if applicable)

Date

## V. Membership contribution

If your application for membership is approved by BIG's General Assembly, your group will be required to pay an annual membership fee. The amounts range between 100 Euros and 4.000 Euros per year and are proportional to the amount of funding the group received from BIG (for work in the management of or participation in BIG trials) during the just prior year, according to the table below.

If the amount (X) is			
	X	10.000 €	the fees (Y) = 100 €
10.000 €	X	100.000 €	500 €
100.000 €	X	1.000.000 €	2.000 €
	X	1.000.000 €	4.000 €

Important note regarding BIG co-lead studies where payments will be done from the sponsor directly to the co-leading group(s) (i.e., those involved in study management):

-- If the sponsor directly pays the co-leading group in a scenario whereby the study was brought to the group by BIG, then the funds the group receives from the sponsor will count in the calculation of the membership fee;

-- If the sponsor directly pays the co-leading group in a scenario whereby the study was brought by the group to BIG, then the funds the group receives from the sponsor will not count in the calculation of the membership fee.

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On behalf of      *(Name of the Group)*

I / We, the undersigned,      *(Title, Full name of official representative)*

*(Title, Full name of co-official representative - only if applicable)*

agree with this provision.

Signature of official representative

Date

Signature of co-official representative

Date

Kindly email the completed form and possible annexes to:

Carla Saravia  
Meetings Manager  
Breast International Group (BIG)-aisbl  
20 rue de Bretagne  
1200 Brussels, Belgium  
Tel: +32 2 486 1602 - Email: [carla.saravia@bigagainstbc.org](mailto:carla.saravia@bigagainstbc.org)

If you have any questions about the application, please do not hesitate to contact her.