

ACNP 2019 Application for Associate Member Submission Procedures

**Membership becomes effective January 1, 2020*

- A person whose career interest is in the field of neuropsychopharmacology, and who has demonstrated potential to become a superior investigator in this field may apply for associate membership status.
- Nominees may be no more than ten (10) years beyond completion of training (for MD's the end of residency or fellowship, for PhD's the end of training or fellowship). Individuals between ten (10) and twelve (12) years from their last training who have had a significant life event, may apply and include background information in their application about the life event for the committee to consider (e.g. birth of a child, childcare, illness of individual, care for an ill family member, personal or family tragedy, etc.).
- Starting in 2019, new Associate Member and Member nominees must have attended a minimum of one ACNP Annual Meeting prior to applying for membership.

To be considered for associate membership in the ACNP, the nominee and nominator must:

Nominee Instructions

- Visit <http://acnp.societyconference.com>
- Log in by clicking the yellow "Log in" button
- Select the "Submissions" tab
- Click "Access my Dashboard"
- Click the large blue button labeled "New Member Nominations and Promotions"
- Select Associate Member as the type of membership

You are now ready to begin your application form. The system will send an automated email to the nominators to log in to the system and submit the nominator information (see below for details). Please note that you will check an attestation box waiving your right to read the nominator's information they submit. This is a required field.

Step 1: General Application Form. Examples of questions:

- **Personal and Professional Information**
- **Past Affiliations, Education and Awards**
- **Curriculum Vitae – PDF Upload**
- **Publications, Grants and Patents**
 - Number of Refereed Papers
 - Number of Invited Editorials or Commentaries
 - Number of Book Chapters
 - Number of Books
 - Exceptional Books and Chapters
 - List up to 10 of your published or in press papers that have had the most significant impact on the field.
- **Unique Author Identification Number**
 - A unique identifier that expressly associates you with your published works. To obtain an author identification number, go to the ResearcherID website: www.researcherid.com/SelfRegistration.action and add your first name, last name, and e-mail address where indicated. You will receive a ResearcherID invitation via e-mail that will walk you through the registration instructions. ***Please note, not attributing/identifying your publications to your ResearcherID could result in a '0' H-Index or an H-Index that is not up-to-date.***

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- **ACNP Activities** – PDF Upload
 - Please pull your “My Activities” page from the conference website (<http://acnp.societyconference.com>) under the “My Activities” tab. Please confirm all information is correct, and then save as a PDF to upload. *Please note, the reviews information for our journal, *Neuropsychopharmacology*, will be uploaded into our system in July. Please contact the journal at journal@acnp.org for the most up-to-date information.
- **Reporting Requirements** – Attestation questions on membership requirements
- **Mentorship**
- **Role in Industry Projects** (to be completed by industry applicants only. This optional document details your accomplishments more specific to your position.) – PDF Upload
- **Role in Extramural Scientific Program Management or Scientific Review** (to be completed by government program officers or directors, scientific review officers, regulatory agency officers, or private foundation grantors only. This optional document details your accomplishments more specific to your position.) – PDF Upload
- **Principles of Scientific Conduct** - We ask that you attest to the [ACNP Principles of Scientific Conduct](#).

Step 2: Enter your Nominators’ Names. When you have completed your application, click save and continue. You will now be able to add nominators to your application. Search for the nominators and click their names to request them as your nominators. The system will send them an automated invitation to submit information on your behalf. *When all nominators are added and their nomination forms are fully submitted, you will then be able to click “Submit” to finalize your application. You can check on the status of your nominators’ submissions by viewing the icon next to their name.* Your application must be submitted in total in order to be reviewed.

An individual must be nominated by two ACNP members. Each ACNP member may nominate **only one** candidate for Associate Membership each year. *Note: At the 2013 Annual Meeting, Council approved a policy change allowing members to write one additional letter of nomination if the additional nominee is a woman or a minority defined as: African American, Hispanic, Native American, or U.S. Pacific Islander.* **No more than one nominator can be from the same institution as the candidate.** Having nominators from different institutions helps the Membership Committee assess the breadth of the candidate’s appeal. Special note for nominees from government – nominators from different institutes (NIDA and NIMH, for example) would represent separate institutions. Once their names have been entered on the nomination site, an automated email will be sent to each nominator to log into the system and complete their required items. Membership Committee members cannot nominate anyone for associate or full membership.

Nominators Instructions

Once the nominee inputs your name, you will receive an automated email with a link to complete the nomination form online. Please complete the specific sections to give a clear indication of how this nominee, if granted membership, would contribute to and promote the mission of the ACNP. Please do not list information that would be contained in their CV. Instead, please comment specifically on:

1. Important findings and their impact on the field
2. Innovative conceptualizations or methodological contributions
3. Clinical approach or experience, including clinical protocols the nominee has developed
4. Personal qualities that would be an asset for the College such as collegiality, collaboration with others, and productive leadership

Industry Applicant Nominators’ Instructions

Nomination forms for Industry applicants should describe major contributions that have helped to

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advance the field. These include: advancing a new molecular entity, moving a compound into clinical testing, contributing to an IND package, late stage development activities, validating animal models, characterizing key tool compounds, leadership in external activities e.g., public private partnerships, consortia, translational biomarkers, methods development, application of innovative technologies, innovative trial designs, enhancing signal detection in trials, etc. Please also compare the nominee to other ACNP members in industry. It is important for the nominator to convey those qualities and accomplishments that identify the applicant as outstanding.

Government/Regulatory Applicant Nominators' Instructions

Nomination forms for Government/Regulatory applicants should describe the major contributions of the applicant that have helped to advance research progress in relation to the mission of the College. These include: creating and/or administering new and existing research funding opportunities, handling investigational new drug applications (INDs) and having new drugs or devices approved, administering substantial grant portfolios, INDs, or grant reviews, leadership in internal activities (e.g. presenting scientific, policy, or advisory information to institutional directors, presenting specific drugs/devices for approval, extensive supervisory responsibilities, serving on internal committees, being assigned controlled correspondence), leadership in external activities (e.g. representing the institution as a spokesperson, organizing scientific meetings or workshops, serving on external committees or editorial boards, writing policy papers or guidance for the Federal Register), etc. Please also compare the nominee to other ACNP members in extramural government, regulatory agencies, or private funding institutions. It is important for the nominator to convey those qualities and accomplishments that identify the applicant as outstanding.

Policy Reminders:

- Starting in 2019, new Associate Member and Member nominees must have attended a minimum of one ACNP Annual Meeting prior to applying for membership.
- Incomplete nomination packages will not be reviewed.
- ACNP members may nominate only one candidate per category of membership each year. **Note: At the 2013 Annual Meeting, Council approved a policy change allowing members to write one additional letter of nomination if the additional nominee is a woman or a minority defined as: African American, Hispanic, Native American, or U.S. Pacific Islander.*
- No more than one nominator can be from the same institution as the candidate.
- Membership Committee members cannot nominate anyone for associate or full membership.

COMPLETED NOMINATIONS MUST BE SUBMITTED BY SEPTEMBER 4, 2019.

Late nominations or incomplete nomination packages will not be reviewed. All new membership additions will be discussed by the Membership Committee and recommended to Council during the 2019 ACNP Annual Meeting. New members will be announced at the ACNP Business Meeting on Wednesday, December 11th. All nominees will be notified by December 13, 2019.

Please direct all questions to ACNP, acnp@acnp.org.