

American College of Neuropsychopharmacology

Associate Member Submission Procedures–2009*

*Membership becomes effective January 1, 2010

- Associate Member nominees must be a resident of North America. “Resident” is defined as a North American citizen, permanent resident, or applicant for this status, who spends the majority of his or her time as a faculty member in residence in a North American institution.
- Nominees may be no more than fifteen years beyond his/her most recent degree, M.D. or Ph.D. (to be eligible for 2010 membership, most recent degree needs to have been obtained in 1995 or more recently).

Note: You MUST have all documents ready BEFORE starting the submission process. Submissions CANNOT be accessed by the candidate following their submission. Incomplete submissions will not be reviewed.

To be considered for Associate Membership in the ACNP, the nominee must:

Step 1: Download and complete the required forms. The required forms are obtained through a link provided on the ACNP website. They are as follows:

- **Nomination Letter Template**
- **Past Affiliations, Education and Awards**
- **Publications**
- **Grants and Patents**
- **ACNP Activities**
- **Role in Industry Projects**
- **Attestations**

Once completed, these forms will be uploaded during the submission process.

Step 2: Prepare Required Documents. The required documents must be gathered by the nominee prior to initiating the submission process. They are as follows:

- **Papers** - Two relevant and **published or “in press” documents only** which most represents your major accomplishments in neuropsychopharmacology.
- **Letters from Nominators** - An individual must be nominated by two ACNP members. Individuals may nominate **only one** candidate for Associate Membership each year. No more than one nominator can be from the same institution as the candidate. The nomination letters must be completed using the **Nomination Letter Template** and submitted with the nomination package. It is the nominee’s responsibility to obtain the nomination letters prior to the September 17, 2009 deadline.
- **Abstracts** - Ten complete abstracts which correspond to the titles listed on your Publications Form (see **Step 1** above).

Once readied, these documents will be uploaded during the

submission process.

Step 3: Submit Nomination Package On-line. To begin the submission process, go to:

<http://www.acnp.org/membership/applications.aspx>

Remember: You *MUST* have all documents ready *BEFORE* starting the submission process. Submissions *CANNOT* be accessed by the candidate following their submission. Incomplete submissions will not be reviewed.

- **Complete on-line information** - You will be asked to provide the following:
 - Personal and Professional Information
 - Number of publications
- **Upload Required Forms and Documents** - There are twenty (20) separate uploads. They are as follows:

<u>Upload A:</u>	Past Affiliations, Education, and Awards
<u>Upload B:</u>	Publications
<u>Upload C:</u>	Grants and Patents
<u>Upload D:</u>	ACNP Activities
<u>Upload E:</u>	Role in Industry Projects
<u>Upload F:</u>	Attestations
<u>Upload G:</u>	Published Paper #1
<u>Upload H:</u>	Published Paper #2
<u>Upload I:</u>	Nomination Letter #1
<u>Upload J:</u>	Nomination Letter #2
<u>Upload K:</u>	Abstract #1
<u>Upload L:</u>	Abstract #2
<u>Upload M:</u>	Abstract #3
<u>Upload N:</u>	Abstract #4
<u>Upload O:</u>	Abstract #5
<u>Upload P:</u>	Abstract #6
<u>Upload Q:</u>	Abstract #7
<u>Upload R:</u>	Abstract #8
<u>Upload S:</u>	Abstract #9
<u>Upload T:</u>	Abstract #10

Nominations must be submitted on-line:

<http://www.acnp.org/membership/applications.aspx>

COMPLETED NOMINATIONS MUST BE SUBMITTED BY SEPTEMBER 17, 2009

Late nominations or incomplete nomination packages will not be reviewed. Nominations will be reviewed and discussed at the 2009 ACNP Annual Meeting. You will be notified of the outcome via mail by December 17, 2009.

Revised 5/09