American College of Neuropsychopharmacology

Membership Submission Procedures--2012*

*Membership becomes effective January 1, 2013

- Article 3, Paragraph 4 of our Constitution states: "Members shall be chosen by the College from those who have shown investigative skill and who have made worthy contributions to the field of neuropsychopharmacology." This has been defined by Council as individuals who can contribute to the Mission of the College".

Please read all instructions carefully before beginning. All documents must be prepared prior to beginning the submission process. Submissions CANNOT be saved and accessed at a later date. Incomplete submissions will not be reviewed.

To be considered for regular scientific membership in the ACNP, the nominee must:

Step 1: Download and complete the required forms. The required forms may be obtained through the link below and also on the ACNP website. They are as follows:

- **Nomination Letter Template**
- **Past Affiliations, Education and Awards**
- **Publications**
- **Grants and Patents**
- **Mentorship**
- **ACNP Activities**
- **Role in Industry Projects** *(optional)*
- **Role in Scientific Program Management or Scientific Review** *(optional)*
- **Reporting Requirements**

Step 2: Prepare required documents/gather information. The requirements below 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 ACNP members: two Fellows; or one Fellow and one Member; or three Members. A third letter of nomination is only permitted when all three nominators hold Member status in the College. Each ACNP member may nominate **only one** candidate, per category of membership, per 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 13, 2012 deadline.

- **Abstracts –** Ten (10) complete abstracts which correspond to the titles listed on your Publications form (see **Step 1** above). *Note: the 10 abstracts should be combined into one pdf for upload and should correspond to the order that they are listed on your Publications form.*

- **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.

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

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

- **Complete on-line information -** You will be asked to provide the following:
  - **Personal and Professional Information**
  - **Number of publications**
  - **Unique Author Identification Number** (see **Step 2**)
- **Upload Required Forms and Documents -** There are eleven (11) mandatory uploads. All which must be completed and submitted. All documents must be submitted in pdf format.

Nominations must be submitted on-line:

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

COMPLETED NOMINATIONS MUST BE SUBMITTED BY SEPTEMBER 13, 2012

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 2012 ACNP Annual Meeting. New members will be announced at the ACNP Business Meeting on Wednesday, December 5th. All nominees will be notified via posted mail by December 19, 2012.

Please direct all questions to Laura Hill lhill@acnp.org