

ACNP 2017 Application for Member Submission Procedures

**Membership becomes effective January 1, 2018*

- 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.”

To be considered for 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.
 - Click “Access my Dashboard”
- Click the large blue button labeled “New Member Nominations and Promotions.”
 - Select the Member as the type of membership.

You are now ready to begin your application form. An email will be sent by the system to the nominator to log in to the system and upload their information (see below for details). Please note that you will check an attestation box waiving your right to read the nomination’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**
- **Publications**
 - Number of Refereed Papers
 - Number of Invited Editorials or Commentaries
 - Number of Book Chapters
 - Number of Books
 - Exceptional Books and Chapters
 - List 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.***
- **Papers** – PDF Upload
 - Two relevant and **published or “in press” documents only** which most represents your major accomplishments in neuropsychopharmacology.
- **Abstracts** – PDF Upload
 - Ten (10) complete abstracts which correspond to the titles listed on your Publications Form. *Note: the 10 abstracts should be combined into one pdf for upload and should correspond to the order they are listed in your Publications section.*
- **Grants and Patents**
- **ACNP Activities** – PDF Upload
 - Please pull your “My Activities” page from the conference website (<http://acnp.societyconference.com>) under the “My Activities” Tab. Please

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confirm all information is correct, and then save as PDF to upload. *Please note the reviews information for our journal, *Neuropsychopharmacology*, will be uploaded into our system on July 1st. Please contact the journal at journal@acnp.org for the most up to date information.

- **Reporting Requirements** – Attestation to membership requirements.
- **Mentorship**
- **Role in Industry Projects** (to be completed by industry applicants only) – PDF Upload
- **Role in Scientific Management** (to be completed by industry applicants only)- 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. Simply search for the nominators and click their names to request a letter. *When all nominators are added and their nomination forms fully submitted you will then be able to click "Submit" to finalize your application. You can check on the status of your nominators' letters 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 Fellows; or one ACNP Fellow and one ACNP Member; or three ACNP Members. A third nominator is only permitted when all three nominators hold Member status in the College. Each ACNP member may nominate **only one** candidate for 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. Once their names have been entered on the nomination site, we will send an email to the nominator to log in to the system and complete their required items. There will be an attestation box for you to check to waive your right to read the nominator's information.

Nominators Instructions

Once a nominee inputs your name, you will receive an email with a link to complete the nomination form online. Please complete the specific sections below 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 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 rank the nominee in

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comparison to other ACNP members in industry. It is important for the nominator to convey those qualities and accomplishments that identify the applicant as outstanding.

Policy Reminders:

- Incomplete nominations 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 12, 2017.

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 2017 ACNP Annual Meeting. New members will be announced at the ACNP Business Meeting on Wednesday, December 6th. All nominees will be notified by December 8, 2017.

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