

## ACNP 2019 Travel Award Application Instructions and Submission Procedures

The American College of Neuropsychopharmacology (ACNP) annually selects distinguished young scientists in the field of neuropsychopharmacology to be part of our travel award program. These travel awards offer an opportunity to attend an outstanding scientific program in clinical and basic research on brain-behavior-drug interactions; become aware of the most recent, and often unpublished, advances in psychopharmacology; and meet and interact with internationally distinguished researchers and scientists.

### **Nominee Instructions**

- Visit <https://acnp.org/annual-meeting/travel-awards/> for specific guidelines and application requirements.
- Visit <http://acnp.societyconference.com> to apply.
- Log in by clicking the yellow “Log in” button.
- Click “Access My Dashboard”.
- Click the large blue button labeled “Submit Travel Award”. Select eligible Category (Junior, Senior, M.D./Ph.D., Pharm.D., Pharm.D./Ph.D.)

You are now ready to begin your application form. The system will ask you to submit the name of your ACNP member nominator (all categories of membership to include: Associate Members, Members, Member Emeritus, Fellows, and Fellow Emeritus). The system will then send an email to the member nominator to log in to the system and upload their supporting letter (see below for details). The supporting letter will be kept confidential from the travel award applicant.

### **Step 1: General Application Form. Each applicant will be asked to submit the following:**

1. A curriculum vitae (all applicants), including your publication record and a listing of research funding and teaching experience, if applicable. Include one line about your role in each peer reviewed original data paper listed and how you contributed to data collection and analysis.
2. A summary of Early Career Development K or R Award, if applicable.
3. A one-page focused career statement (all applicants): Describe your interest in a Travel Award including career goals and ambitions with an emphasis on your research goals, your most significant research accomplishments, and why you think this award would benefit you at this time in your career. Address the following: Can you convey in a concise statement what you are working on? What is your own work, separated out from the work of your mentor(s)? And how is your focus relevant to the mission of the College?
4. A supporting letter (all applicants) written by an ACNP member. The letter should include a concise and compelling description of why you, the candidate, should receive the award. Focus on your research accomplishments and how and why at this time in your development this award would advance your career. Indicate whether you, the candidate, is in the: top 1%, top 5%, top 10%, top 25%, or top 50% of all active research junior colleagues (M.D.,Ph.D., or Pharm.D.) the ACNP member has known. Letters from non-ACNP members will no longer be accepted. \*The supporting letter will be uploaded by your ACNP member nominator.

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### Step 2: Enter your Nominators' Name.

1. When you have completed your application, click save and continue. You will now be able to add a nominator to your application. Search for the nominator and click their name to request them as your nominator.
2. The system will send them an invitation to submit a supporting letter on your behalf. When your nominator has been added, and their supporting letter is fully submitted, you will then be able to click "Submit" to finalize your application. You can check on the status of your nominator's submission by viewing the icon next to their name. Your application must be submitted in total in order to be reviewed.

Each ACNP member may nominate **only one** travel award candidate. *An ACNP member is allowed to write one additional supporting letter if the additional nominee is a minority defined as; African American, Hispanic, Native American, or U.S. Pacific Islander.* Once their names have been entered on the nomination site, an email will be sent to the member to log in to the system and submit their supporting letter.

### Member Nominator Instructions

Once the travel award applicant inputs your name, you will receive an email with a link to submit the supporting letter upload online. Your supporting letter should include a concise and compelling description of why the candidate should receive the award; focus on the candidate's research accomplishments; and how and why at this time in the applicant's development this award would advance their career. It should also indicate whether the candidate is in the: top 1%, top 5%, top 10%, top 25%, or top 50% of all active research junior colleagues (M.D., Ph.D., or Pharm.D.) the recommender has known.

#### **File Upload:**

Max File Size (Up to 8 MB)

File Types: PDF

### Policy Reminders

- Incomplete travel award applications will not be reviewed.
- ACNP members may nominate only one travel award candidate. *\*Note: ACNP members are allowed to write one additional supporting letter if the additional nominee is a minority defined as; African American, Hispanic, Native American, or U.S. Pacific Islander.*

**COMPLETED APPLICATIONS MUST BE SUBMITTED BY APRIL 25, 2019.  
The deadline is 5:00 pm CST.**

**Incomplete application packages will not be reviewed. All applicants will be notified by June 28, 2019.**

Please direct all questions to Erin Colladay at [ecolladay@acnp.org](mailto:ecolladay@acnp.org)