ACNP 2021 Application for Member Submission Procedures

**Membership becomes effective January 1, 2022*

- 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."

- 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 Membership in the ACNP, the nominee and nominator must:

Nominee Instructions

- Visit https://acnp.societyconference.com/v2/
- Log in under "Actions"
- Select the "Submissions" tab
- Click "Access my Dashboard"
- Click the large blue button labeled "New Member Nominations and Promotions"
- Select 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 need to check an attestation box waiving your right to view the nominators' submitted information. 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
  - 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.***
- **ACNP Activities** – PDF Upload
  - Please download your "My Activities" page from the conference website (https://acnp.societyconference.com/v2/) under the "My Activities" button. Please confirm all information is correct, and then save as a PDF to upload. *Please note, the reviews information for our journal, *NPP*, 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 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 specific to your position.) – PDF Upload
- **Role in Scientific Research and Development Management** (to be completed by senior research directors, supervisors, or policy administrators from any sector who feel that their roles in leading scientific research development and management have not been adequately captured by the Publications, Grants, and Patents sections of the Member Application or the two other optional documents, Role in Industry Research or Role in Extramural Scientific Program Management or Scientific Review.) – PDF Upload
- **Principles of Scientific Conduct –** We ask that you attest to the ACNP Principles of Scientific Conduct

Step 2: Enter your Nominators' Names. *It is important to contact nominators in advance to seek their support of your application for membership. 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 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 required/permitted when all three nominators hold Member status in the College. Each ACNP member may nominate **only one** candidate for Membership each year. *Note: Members may 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.* **Only one nominator can be from the same institution as the candidate.** 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 in to 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 specific 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

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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 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:

- 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: Members may 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.

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COMPLETED NOMINATIONS MUST BE SUBMITTED BY SEPTEMBER 2, 2021.

Late nominations or incomplete nomination packages will not be reviewed.

Evaluation Process:

Each application is assigned to five members of the Membership Committee for review who assign a numerical value of 1-5 (similar to the NIH review system) based on an evaluation of the excellence of the scientific contributions and potential for contributing to the ACNP.

Selection Process:

Based on the reviewer scores, applications are grouped into an "accept" category, a "discuss" category", and a "decline" category. Each of the applications in the "discuss" category are discussed during a day-long Membership Committee meeting held prior to the ACNP Annual Meeting in December. Structured discussions follow a system modeled after NIH study sections that allows the entire committee to contribute and vote on each of the applications in this category. **All new membership additions will be decided by the Membership Committee and recommended to Council during the 2021 ACNP Annual Meeting. New members will be announced at the ACNP Business Meeting. All nominees will be notified by early January 2022.**

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