

Completion and Organization Guide for ACRP Fellowship Application

Review the full application form prior to starting to complete the application online. You can download and complete the Fellowship Scoring Calculator to use as a guide while you collect documents to confirm your eligibility to apply for ACRP Fellowship.

The **Instructions for Completing the Application** online will walk you through the documentation needed to support your submission. As noted in Applying for Fellowship on the ACRP website, the application is divided into three (3) sections.

Arrange your documentation into combined PDF documents, with each set of documents supporting section B and C of the application. Name each document with the letter of the section(s) and your name (e.g., B1-3 First Last Name, C1-4 First Last Name, etc.). The final PDF document with supporting documents should be ordered according to the application. It is recommended that you add the corresponding section number to each PDF page as appropriate (e.g., C2, B1, etc.).

- For example, in Section B, each document will be named as instructed above and ordered as listed in Section B, i.e., ACRP service on nomination committee, leadership on that committee, publication in the Clinical Researcher, etc.

After uploading your PDFs into Sections B and C, you will upload three (3) additional PDF files. All documents should be named with the section _First Last Name description (e.g., D4 Jane Doe CV):

- Recommendation Letter from a current ACRP Member
- Letter of support from a current/previous employer or, if self-employed, a letter from a previous customer indicating the time of service and contributions in clinical research
- Current resume/Curriculum Vitae (CV) of **no more than eight (8) pages** in length.

Please ensure you complete the Disclaimer and Consent response at the end of the application.

The Points System

To assure an applicant meets the quality standards for ACRP fellowship, credentials are assessed in three (3) areas:

- A. Knowledge base that meets ACRP criteria as demonstrated by ACRP certification and/or CEUs from ACRP educational programs
- B. Contributions to ACRP to demonstrate service, commitment and contribution to the ACRP as an active volunteer
- C. Contributions to Clinical Research to demonstrate applying the knowledge and experience in a broader arena within the clinical research industry

Each section is structured with a minimum number of points. You must have a minimum of 100 points total (cumulative) to be eligible for consideration and have your application reviewed by the Fellows Advisory Panel. The additional points requirements are:

- The minimum point requirements are met in each section (A, B, and C)
- Section C has points claimed in at least two (2) separate categories

Sections B and C have an "Other" category. If you have made a contribution but it doesn't fit the designated categories, it can be added here with an explanation for consideration by the Fellows Advisory Panel which will assign the point value at their discretion.

CV and Letters

The CV and Letters of Support required provide the Advisory Panel with an applicant's background and depth of knowledge and experience in clinical research. Although experienced applicants can have CVs that are 20-30+ pages, please include only the most relevant information documenting leadership and contribution to ACRP and the clinical research industry at large. Limit your CV submitted with the fellowship application to eight (8) pages.

Section A (minimum 15 points): An ACRP fellow is expected to have a knowledge base that meets ACRP criteria for certification and/or education. ACRP will verify points claimed.

There are 2 ways to qualify for Section A:

- 1) ACRP Certification
 - One ACRP Certification is worth 20 points and automatically fulfills this requirement.
 - Additional points in this section can supplement Section B and C to achieve the minimum total of 100 points.*
 - The ACRP-CP certification is open to most clinical research professionals. If you are uncertain if you qualify to sit for ACRP-CP certification, please contact certification@acrpnet.org to review.
- 2) CEUs from ACRP programs
 - To document attendance for an ACRP program providing CEUs, it is a requirement to complete the evaluation form and request CEUs. These CEUs will automatically be added to the member's ACRP transcript.
 - There are many ACRP programs available online that can be completed to accrue CEUs to meet the goal of 30 CEUs (15 points).
 - Registration for a Global conference includes access to the various recorded sessions that can be reviewed and evaluated to obtain CEUs. Note: Attendance at an ACRP event or conference is not enough to claim CEUs. An evaluation form must be completed online for the CEUs to be awarded and added to the transcript.

* Examples of using additional points from Section A to supplement Sections B and C to reach the minimum requirement of 100:

Example 1: Section B, minimum 20 points + Section C minimum 20 points = 40 points, and 60 additional points are needed. Additional points >15 in Section A from certification or ACRP CEUs could make up the difference.

Example 2: Section B 30 points + Section C 20 points = 50 points. 50 points in Section A can make up the difference to meet 100 points.

Section B (minimum 20 points): Fellowship is a status achieved by showing commitment and contributions to ACRP.

Hint: *Feel free to enter all of your volunteer activities. The Advisory Panel will be aware of contributions made to ACRP.*

ACRP Global Committee

Acceptable documentation includes a letter of support from the Chair or Vice Chair of the Committee, ACRP acknowledgement, or letter from chair or co-member verified on ACRP website.

*Remember some committees may currently be defunct but can be included.

ACRP Chapter Board

Acceptable Documentation includes chapter board roster from website, annual report, executive board member confirming service, etc.

Section C (minimum 20 points): A Fellow is expected to share their expertise within the industry.

Acceptable Documentation includes: cover page of peer-reviewed manuscript, program page listing your participation as speaker or conference organizer, etc.

*Note: Your CV alone is not sufficient documentation of service. Please submit the required proof.

**A Fellowship Scoring Calculator spreadsheet has been included to help you accurately calculate your points. Use of this spreadsheet is optional but strongly encouraged. If used, upload the Scoring Calculator spreadsheet with your submitted documents.

Thank you for your interest in the ACRP fellowship program. We look forward to reviewing your application.