



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

Leader Connection Newsletter

Read on for news and resources exclusively for ACRP chapter leaders.

This Month in Chapter Leader News

- Nominations for the ACRP Outstanding Leadership Awards
- UPDATE: Chapter Web Migration to the Online Community
- Chapter Event Applications – Must be Submitted Using New Templates
- Chapter Affiliation Standards & Expectations (CASE): Membership Incentive-Based Bonus Update

Remember – the [Chapter Resources Center](#) is updated regularly and is the primary area for chapter leader resources.

ACRP Group Tax Exemption Inclusion – deadline Friday, September 23

It's that time of year where ACRP must update all participating chapter information with the IRS. Please open the "[List of 2016 Chapters for IRS Filing](#)" document and review your chapter's information. Each chapter must then submit a [2016 Chapter Tax Information Change Form](#) to either confirm no change is needed or provide corrections. This information is **due by COB Friday, September 23**. Additional background information regarding the ACRP Group Tax Exemption Inclusion Letter can be found [here](#). If you have any questions, please contact chapters@acrpnet.org.

Nominations for the ACRP Outstanding Leadership Awards

Nominations for the ACRP Outstanding Leadership Awards open in August. We encourage chapters to promote the awards to their local membership, particularly the Outstanding Leadership Awards for a Clinical Research Coordinator and a Clinical Research Associate. CRC's and CRA's comprise a majority of the membership of ACRP and recognition of Outstanding Leadership is an affirmation not just for the individual, but for the values important to our organization.

Links to the ACRP Outstanding Leadership Awards are provided here:

- [Outstanding Leadership in Clinical Research by a CRC](#)
- [Outstanding Leadership in Clinical Research by a CRA](#)
- [Outstanding Leadership in Clinical Research by a Project Manager](#)
- [Outstanding Leadership in Clinical Research by a Physician](#)
- [Advancing Public Awareness in Clinical Research](#)
- [Innovation in Clinical Research](#)
- [William C. Waggoner Distinguished Service](#)

Questions about the nomination process may be directed to Jennifer Edwards, Membership Director, at JEdwards@acrpnet.org.

UPDATE: Chapter Web Migration to the Online Community

As you know, Chapters requested more control over their websites, therefore ACRP announced the migration of chapter websites over to the ACRP Online Community. We have been working diligently to train chapter leaders over the last few months and developed a training guide as a "How To" on how to make updates. While many chapters have been excited to have this control, we've heard concerns from the majority of chapters that they simply don't have the bandwidth to really own the process. We understand this can be taxing on the volunteer's time, therefore the majority of chapters who've gone through training have asked that we (ACRP) continue to make updates on their behalf.

Given this feedback, ACRP will continue to update current chapter websites and areas on the Online Community as a service to chapters. We were hoping (as were the chapters) to be able to turn this entire process over to the chapters to manage in the future but not if it means overtaxing chapter volunteers. If you have any questions or concerns, please contact Lisa-Marie Gardner at lgardner@acrpnet.org.

Chapter Event Applications – Must be Submitted Using New Templates

When [submitting a chapter event application](#), please ensure you are submitting all speaker presentations, [Conflict of Interest Forms](#) and [event flyers](#) using the [updated ACRP materials](#). There have been a high number of applications submitted using the incorrect template. Utilizing the proper templates helps the reviewer and allows for a quicker turnaround time. All templates can be accessed on the [Chapter Resources Center](#) at www.acrpnet.org/CRC and by clicking “Event Resources and Application.” If you have any questions or need assistance, please contact chapters@acrpnet.org.

Chapter Affiliation Standards & Expectations (CASE): Membership Incentive-Based Bonus Update

Beginning next year, chapters will be rewarded with ACRP funding based on membership recruitment and retention results in 2016. This will replace the previous bonus for on-time submission of the Chapter Affiliation Standards & Expectations report.

Here is a snapshot of chapters currently eligible to receive the bonus. Remember, this is only a snapshot and results may change by the end of the year. *Only chapters who currently meet the criteria are listed below.*

3 – 5 % Membership Increase	6 – 9% Membership Increase	Above 9% Membership Increase
Great Plains (3%) Greater San Diego (4%) Southeastern Michigan (4%)	Baltimore Washington (6%) Canada (8%) Central Virginia (8%) Greater Salt Lake City (7%) Northeastern Ohio (7%) Northern California (7%) Western New York (7%)	Atlanta Area (14%) Central Florida (14%) Front Range (13%) Greater Kansas City (18%) Greater Nashville (13%) Greater Philadelphia (11%) Greater Pittsburgh (19%) New Jersey (14%) New York Metropolitan (15%) North Central Florida (13%) Southeast Florida (21%) Southern California (15%) Suncoast (11%)
\$250 Chapter Bonus	\$500 Chapter Bonus	\$800 Chapter Bonus

**Actual results may vary by bonus deadline. Above is a reflection based on current membership numbers.*

Chapter Leader Quick Links

- **CASE:** [Chapter Affiliation Standards and Expectations](#)
- [CASE Submission Summary](#)
- **CRC:** [Chapter Resource Center](http://www.acrpnet.org/CRC) (www.acrpnet.org/CRC)
- [Chapter Promotional Materials Request Form](#)
- [Chapter Event Application](#)
- [Chapter Event Marketing & Communications Guidelines](#)
- [Archived Chapter Leader Webinars](#)
- [2016 Key Dates Calendar](#)
- [Chapter Resources At-A-Glance](#)

*You received this newsletter because you are an ACRP chapter leader.
 If you are not a current chapter leader, please email chapters@acrpnet.org.*