

AMERICAN SURGICAL ASSOCIATION
INSTRUCTIONS FOR COMPLETION OF THE PROPOSAL FOR MEMBERSHIP
(Only Online applications will be accepted)

1. The Proposal shall be initiated online by an ASA member via the Members Only Area of the ASA website. An email will automatically be sent to each candidate along with an electronic membership application that must be completed and submitted online.
2. The membership candidate, when submitting his/her portion of the online application, has the opportunity to enter the names of up to three (3) additional Fellows who will submit supplementary letters of recommendation. If the Primary Sponsor has identified who those additional Fellows should be, s/he should advise the membership candidate which names to enter. Once the application has been submitted, the three ASA sponsors and up to three additional Fellows will receive notification and a request to submit their electronic letters of support for the application. Names of sponsors and additional Fellows may not be changed once submitted, and support letters received from members who are not one of the either three sponsors or three additional Fellows will not be considered by the Advisory Membership Committee.
3. The candidate's curriculum vitae and bibliography must be attached and be organized in the following manner:
 - 1) Name
 - 2) Home Address
 - 3) Business Address
 - 4) Current Position
 - 5) Date and Place of Birth
 - 6) Undergraduate and Medical Education
 - 7) Post medical school training, in chronological order with oldest training experience first
 - 8) Medical licensure
 - 9) Specialty Board Certification and re-certification with dates
 - 10) Prior academic/practice positions, listing institution, academic title(s) and dates, in chronological order
 - 11) Peer-reviewed grants funded, in chronological order, list role as PI, Co-PI, etc.
 - 12) Industry grants, in chronological order
 - 13) Membership in national and international scientific organizations. For each, list committee appointments and elected offices held for each. Include non-surgical organizations as appropriate.
 - 14) Membership in local and regional societies, include non-surgical associations as appropriate
 - 15) Editorships and editorial board memberships
 - 16) Memberships on major national committees, consultant groups, study sections, etc
 - 17) Honors and awards, in chronological order
 - 18) Publications in peer-reviewed scientific journals. List only original submissions to scientific journals that have been published. Do not list submissions or "in press". For each citation, type your name in bold type. Furthermore, for those cited publications within the past five (5) years, list the PubMed IDs (PMIDs) and generally describe your role using the following suggested terms as appropriate: first author, responsible for publication; co-author; senior author; developed hypothesis; performed research; gathered data; analyzed data; performed statistical analysis; prepared manuscript; assisted with hypothesis; assisted with manuscript preparation; reviewed manuscript; edited manuscript; collaborator; mentor; advisor. Again, provide a list of *all* peer-reviewed scientific journal publications, and, in addition, provide PMIDs and describe your role on just those publications from within the past five years.
 - 19) Non-peer reviewed and/or invited publications
 - 20) Book chapters and books published
 - 21) Other scientific contributions (videos, movies, symposia, named lectureships, etc.)
4. One copy each of (3) principal contributions must also be attached.

Please note: A candidate's electronic membership application must be completed and submitted online by March 1st, and all support letters uploaded by a candidate's sponsors and up to three additional Fellows by March 31st, in order to be read at the upcoming Annual Meeting.