Committee Nominations Portal Guide and Troubleshooting Tips

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Last updated: 8/15/2019
Understanding Your Committee Nominations Portal Dashboard
Time remaining for submissions. All applications, nominations, and reference statements must be submitted during this timeframe.
Colleagues who have requested you to provide a Statement of Reference

Nominations you have received FROM colleagues

Number of committees with open positions

Nominations you have submitted FOR colleagues

If your requested Statement of Reference has been received

Start Application

Now Accepting Applications!

Please note all applications, nominations, and reference statements must be submitted by 11:59pm ET on Friday, October 4, 2019. The system will automatically lock at this time.

New this year

- To encourage more focused and careful committee choices, applicants are limited to selecting three committees for an application. Committee ranking is highly considered by the Nominating Committee during application review. (1 = highest interest, 3 = lowest interest)

- To streamline the process and burden of work, applicants are allowed to select one member to provide a Statement of Reference to their application.
View your requests

Search requests by applicant last name

Filter by new, saved, hidden, or submitted statements

Colleagues who have requested you to provide a Statement of Reference

Hide request if you are unable to or uncomfortable submitting a statement for this individual

Committees applicant is applying to

Open text box for statement
View committees with open positions

Search for specific committee

Filter by committees you have bookmarked, committees you have been nominated for, and committees you have applied to

Committee charter detailing roles and responsibilities, competency requirements, meeting schedule, and composition

Number of open positions for selected committee

Current committee roster
Submitting a Nomination for a Colleague
1.) Once logged in, please click the ‘Nominate a Member’ button.
2.) Search for an ACC member here. Please see the "Member Search Troubleshooting" section if you experience issues with the results.

3.) Click "Search"
4.) Select desired member by clicking the radio button

5.) Click “Forward”
6.) Select committees you would like to nominate the member for. You may add up to 3 committees to a nomination.

7.) Reorder selected committees by dragging and dropping in the preferred order.
8.) Provide a statement as to why the member would be a good fit for the committee(s) you have selected them for. There is a 50-character minimum to advance.

I think Dr. XX would be a great addition to the XX Committee because,

9.) Click “Forward”
10.) Review your Nomination and click “Submit” when finished. You may edit the selected committees or your statement of reference from this screen.
Searching for an ACC Member
If you are having trouble locating a member, please check the following:

• You have spelled the member’s name correctly.

• You are searching the member’s name correctly. The portal will not return a result if searched by Last Name, First Name. Examples of acceptable search functions are:
  o First and Last: Jane Smith
  o First only: Jane
  o Last only: Smith
  o For best results, we recommend searching by last name only

• You are not including any special characters. The search function will not return a result if any of the following characters are included: !"#$%&'()*+,-.;<=?>@[^_`{|}~ Examples of incorrect search functions are:
  o Smith, Jane
  o Smith,

• The member is up to date on their dues. Only members who are currently in good standing with the college will be returned in results.

• The member is not currently part of the Nominating Committee. These members will not populate as they are unable to provide letters of support to applicants.

If you are still experiencing technical difficulties, please contact committees@acc.org.
Updating Your ACC Disclosures
Why do I need to disclose?
The completion of your timely and accurate disclosures is essential to enabling the ACC to maintain its commitment to balance, independence, objectivity, and scientific rigor for all activities. Read Full Disclosure Policy.

5 Things you should know about the new disclosure system

1. Your “Library” always stays up to date
   Your Library of disclosures is always updated when you enter a new disclosure or update a previous disclosure no matter where in the system you do it.

2. When in doubt use “Update All Requests”
   If you are an active member at the ACC you may have multiple activities requesting disclosures. Instead of disclosing for each activity individually use the “Update All Requests” function and submit for all your “Requests” at the same time.

3. Activities drive what you need to disclose
   Different ACC activities will “Request” different types of disclosures for participation in those activities. Our system is built to share your disclosures across activities wherever possible to prevent re-entry.
Select “Yes or No” for each relationship:

- Personal Commercial
- Personal Non-Commercial
- Clinical Trial Enroller
- Institutional Financial Decision-Making Role
- Expert Witness Testimony

For Personal Commercial:
Do you have any more personal commercial relationships to disclose?

For Personal Non-Commercial:
Do you have any more personal non-commercial relationships to disclose?

For Clinical Trial Enroller:

None to report for now.
If you have previously completed a disclosure and need to update your information, please select “Add” to include additional relationships to all necessary categories.
Please select "I agree for the next 12 months" that you comply and understand all following agreements:

- Education Attestation
- Confidentiality
- Disclosure and Assignment
- Embargo for Published Content
Disclosures and agreements must be updated every 12 months. Your information will expire one year from the signed date.

Once you have completed your information and read the Annual Statement and On-going Obligation Agreement, please select “I Agree & Confirm”