



25 Broadway, 4th Floor, New York, NY 10004
Phone: 212-315-8600 Fax: 212-315-6498
thoracic.org

Help Sheet

Logging in and Filling out the 2022 COI Disclosure Form

This 3-page memo answers common questions about the online 2022 ATS COI Disclosure Form. Simple instructions are also provided throughout the form itself. General tips also available by clicking "Need Help?" on the log-in page or "Help" in the upper right of pages inside. Contact staff listed at end of memo if more help is needed.

1. Disclose annually and update during the year if changes occur.

- **Completing the online 2022 ATS COI Disclosure Form is required of everyone in an official ATS capacity during 2022**, including (but not limited to) planners and presenters of ATS Conferences and other continuing medical education, developers of clinical practice guidelines and other official documents, those in governance roles such as Officers, Board members, Journal Editors, Assembly officers, and members of President appointed committees.
- **Keep your disclosure record up to date, by returning to the ATS disclosure site and updating your form when warranted.** For example, whenever you assume a new official role or have new relationships to disclose. Keep in mind that omissions can jeopardize the integrity and success of your activity. See the next page for instructions.
- **If an ATS 2022 Conference presenter:**
 - complete your 2022 disclosure form online by no later than March 15, 2022, unless a late addition to the program.
 - as part of required disclosure-to-learners, ATS will automatically prepare a presentation slide reporting the financial interests declared on your 2022 form and show it at the start of your presentation. More information about disclosure slides will be available at conference.thoracic.org. Click the Faculty/Authors tab.
- **If disclosing for an ATS Journal manuscript:** ATS Journals currently have a separate manuscript-specific process that doesn't use the online ATS COI Disclosure Form. See the respective Journal's author instructions for details.
- **If disclosing for other non-conference ATS activities**, the deadline for disclosure and any special instructions will be provided in project-specific information sent to you.

2. Log-in using an ATS provided username and a personal password that you set.

- **Your 2022 form/disclosure site username and a temporary password are e-mailed to you automatically** by the ATS system once ethics/COI office staff learn officially that you have an official role in 2022 for which disclosure is required. For example, for 2022 Conference presenters, your username and temporary password are sent to you once conference staff have provided the ethics/COI office with session and contact details. Currently, site security and compliance with European Union data regulations (GDPR)

requires personal usernames and passwords unique to this site.

- **If you want an assistant to fill out the form for you**, you must directly give them your ATS provided personal site username to use, and they would also need to set/use your personal 2022 password. Upon completing the form, they must also attest in your name its accuracy and compliance. Also, all emails sent automatically by the system will go to your e-mail address only (the address we used to first notify you to disclose), not an assistant's address. **ATS regards the member required to disclose as fully responsible** even if an assistant completes for you, **and strongly prefers that members complete the process personally.**
- **To log-in**, go to <https://thoracic.coiriskmanager.com>.
- **Then, if using the site for the first time in 2022**, enter the ATS-issued site username and temporary password you received within your notification e-mail. Then replace the now "expired" temporary password: at "Current Password" first re-type the temporary password if not shown automatically; then determine a new personal password for 2022 and enter it as instructed. Keep a record of your ATS-issued site username and personal 2022 site password for future use.
- **If you've already used the site during 2022** (earlier logged-in and set a 2022 password), log-in with your ATS-issued username and the personal 2022 password that you set earlier.
- **If you forget your username and/or password**, use the "Forgot" options on the log-in page.

3. Once logged in: questions & answer choices are personalized based on your role.

- **To complete the form, once logged in**, on the home page that appears, under "Disclosures I Need to Complete" click the "Fill Out" box to the left of 2022 Disclosure/Form line. When form opens, scroll through and complete. Use "Save and Submit" button when fully answered, or "Save and Complete Later" to finish later. Use "Log out" at top right to exit system.
- **Commonly required for disclosure are:**
 - Financial relationships with commercial entities producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients. (ACCME required). Common are pharmaceutical and medical device companies with relationships such as research support, advisory committees, consultant roles, speaker, company employee, and personal investments.
 - Financial relationships with other commercial entities involved in research on pulmonary, critical care or sleep disorders.
 - Intellectual property
 - Relationships with businesses whose products are thought to contribute to pulmonary disease or related critical illness or sleep disorders. Examples: tobacco, vaping (e-cigarette), and cannabis. ATS policies on involvement with the tobacco, vaping or cannabis industries are available at <https://www.thoracic.org/about/governance/ethics-and-coi/>.

4. To update or view your submitted 2022 disclosure (or view previous year):

- **If later in 2022 you need to report (add) a new relationship or a new ATS role**, log back in at <https://thoracic.coiriskmanager.com/> using your site username and password. Click

“Show Disclosures Available to Update”, then **“Update”**, and revise your answers as needed. Use **“Save and Submit”** button when fully updated, or **“Save and Complete Later”** to leave and finish later. Use **“Log out”** at top right to exit system when done.

- **If returning to only see a previous 2022 disclosure** (not update), at **“Show Disclosures Available to Update”** click the **“Review Disclosure”** icon only (not **“Update”**). Use **“Log out”** at top right to exit system when done.
- **To view a previous year’s disclosure** (for instance, to use as a resource in completing your 2022 disclosure if you have continuing relationships/conflicts), click on **“Show Disclosure History”** and then on the line of the year of interest click the **“View Disclosure”** icon at right. Use **“Log out”** at top right to exit system when done.

5. If at any point you need staff assistance:

Please note: ATS staff may be working away from offices due to the global pandemic. E-mail is the best way currently to request ethics/COI staff assistance, with telephone follow-up available if needed.

- **About completing or updating your 2022 form:** email ethicsoffice@thoracic.org. If urgent, also: John Harmon at jharmon@thoracic.org or Kimberly Lawrence at klawrence@thoracic.org or Shane McDermott at smcdermott@thoracic.org.
- **About ATS COI policies, review of disclosures, and mitigation of conflicts of interest:** Shane McDermott at smcdermott@thoracic.org.
- **About requirements for ATS journal submission:** Marc Bendian, mbendian@thoracic.org.
- **About non-conference CME including Chapter CME:** Suzette Machado, smachado@thoracic.org.
- **About ATS Conference presenter arrangements:** D'Ann Brown-Janowiak, dbrown@thoracic.org.