



## *Instructions –Assembly/Committee Projects*

### ***RENEWAL - APPLICATION***

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The following instructions have been designed to assist you in completing the Assembly/Committee Project Application.

Below are detailed instructions for each section of the Assembly/Committee Project application. Please be sure to read them carefully and have them available as you work on your application. If you have any questions or encounter any technical problems, please contact Miriam Rodriguez at: [mrodriguez@thoracic.org](mailto:mrodriguez@thoracic.org) or at 212-315-8639. Applications must be submitted electronically via the ATS website **at:**

**<https://www.thoracic.org/form/application/assembly-project.php>**

**Late submissions will not be accepted.**

The instructions have been designed to correspond with the sections in the application. To review a detailed explanation for section I in the application you will review section I in the instructions.

Some fields in the beginning of the application are self-explanatory and will not need clarification, in those cases you will see the corresponding field with only the name of the field listed.

The Assembly/Committee project application will be web based. You can access the application and instructions on the ATS website under Assemblies at:

**<https://www.thoracic.org/members/assemblies/about/project-application.php#>** .

You will need your **ATS Username and Password** to begin an application.  
ATS members can also recover their forgotten ATS username and by clicking here:

The screenshot shows the ATS login page. At the top, it says "WELCOME TO ATS". Below that, it says "To start your ATS journey, click Create Account below". There are two input fields: "Username" and "Password". To the right of the "Password" field is a dark blue "Login" button. Below the "Password" field, there are three links: "To start your ATS journey, Create Account", "Forget Username/Password?", and "Login". A large red arrow points from the top right of the page down to the "Create Account" link.

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If you are still experiencing problems, please contact our Membership & Subscriptions Dept at [membership@thoracic.org](mailto:membership@thoracic.org).

If you are **not** an ATS member but wish to submit an application, you must create a non-member account to generate a Password. You can do so anytime by clicking here, it will take 1hr to update in the ATS Database and take effect.

To begin an Assembly/Committee Project Application please go to: <http://www.thoracic.org/form/application/assembly-project.php> you will then need to login using your ATS Username and Password

Once logged into the Project Application webpage you will see the screen below. You will then select an application to begin

# Assembly Project Form

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FY2025 New Project Application

FY2025 Renewal Assembly/Committee Project Application

- **NEW Project Application** - Are New Projects that require funding and approval for the first time
- **RENEWAL Assembly/Committee Project Application** - Are for those projects that were previously approved by the Project Review Committee and the ATS Board of Directors.

Once you have selected the application type you may begin to work on the application. The web-based application will allow you to work on the application as your schedule permits **as long as** you saved your work by clicking on the “**Save**” button at the end of the application.

When you have finished working on the application for the day you will need to save your work before exiting the web-based application. When you click on the save button the following menu will appear the next time you login to continue your work.

New Assembly/Committee Project Application

[\[view\]](#) [\[pdf\]](#) [\[edit\]](#) [\[delete\]](#)

To continue working on the application click on link in the menu above titled “[edit](#).” Once you have completed the application and you are ready to submit, please review the application to ensure that all the information on the form is correct. You may then click the “submit” button. Once you have submitted the application, the web-based system will then generate a confirmation that you will receive via email.

After Submitting the application you will no longer be able to make changes until the revision period opens. Once submitted you will see the following menu when you log in again.

New Assembly/Committee Project Application

[\[view\]](#) [\[pdf\]](#)

When the revision period opens you will see the [\[edit\]](#) field on the menu above.

If further explanation is needed, please contact Miriam Rodriguez, Managing Director of Assembly, Research and Award Programs, via email at: [mrodriguez@thoracic.org](mailto:mrodriguez@thoracic.org)

## *Type of Renewal*

Renewal Type: There are currently 3 Renewal Application types. Please select the appropriate type of application before beginning.

Renewal - Assembly/Committee Project Application

Renewal - ATS/ERS Joint Application

Renewal - Leadership Application

## *Section I General Project Information*

- 1. Project Title** – Insert title of project not assembly, committee or group
- 2. Primary Assembly** – Select the name of the Assembly through which the proposed project is being submitted.
- 3. ATS Sections** – Select Section if any collaborating on project
- 4. ATS Committee Submitting a Project Application**– Select the Committee from which the project application will be submitted. Please keep in mind that the project will be reviewed by an assembly who is closely related to the field of work that is being proposed. Please choose NA if a committee is not submitting the application.
- 5. What official ATS document will be developed as part of this project?** By this time you have received the final classification of the document from the documents Committee. Please enter the final document classification type if different from original application.
- 6. In what year did your project first receive funding?** The year in which your project was originally approved as a new application.

## *Section II Summary of Activities to Date*

- 1. Indicate the furthest progress your project has achieved to date**
- 2. Provide a summary of your project progress related to the Specific Aims/Goals for this renewal application**

## *Section III: Timeline*

**1. Tentative timetable for project completion** - List each function separately.

Functions may include:

- Virtual Meetings
- Draft of Document
- Preparation of products
- Reviews, etc.
- Completion date

## ***Section IV: Conflict of Interest Disclosure***

**1. Agree to following COI Rules**

**Disclosure and management of potential conflicts of interest (COI)** Conflicts of interest(COI) are direct personal financial or intellectual relationships with a company that has a business interest in the subject matter of the project. Disclosure and management of COI is an integral part of ATS project development because COI can lead to biased generation or assessment of evidence and misinform healthcare decision makers. Medical professional societies are obliged to rigorously manage potential COI, particularly in the development of official documents that affect health care.

- 2. If your project is to develop a Clinical Practice Guideline, in the text box** summarize here any actions taken by you (or co-chair if one) to manage conflict of interest issues within your project within the past year, if any (for example: asking panelists during meetings/calls for oral disclosure of commercial relationships relevant to subject matter; adjusting the role of panelists, such as by recusal from involvement in grading and decision-making on specific clinical recommendations)
- 3.** Have COI questions documents editor can help.

## ***Section V Chair Acknowledgement***

Submission of application constitutes Electronic Signature. Electronic Signatures are considered binding.

## ***Section VI Revising Application After Reviewer Feedback***

- 1.** Indicate whether you have revised your application based on reviewer feedback.
- 2.** Please outline how reviews from the Planning Committee were addressed and how your application was revised accordingly.

- 3.** Sharing your Application with ATS members – The Program Review Committee selects exemplary applications each year please allow us to share your application with other ATS members developing a project application for the first time.