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Instructions – FY2024 Assembly/Committee Projects

NEW – JOINT ATS/ERS APPLICATION

To submit a joint ATS/ERS application please go the ERS/ATS Joint Application Website at: <https://www.ersnet.org/science-and-research/development-programme/ers-clinical-practice-guidelines-statement-and-technical-standards-in-collaboration-with-other-societies/>.

The following instructions have been designed to assist you in completing the FY2024 New-Joint ATS/ERS Project Application. Additionally, please use the **ERS Task Force Guidelines** to assist you in completing this application.

Below are detailed instructions for each section of the FY2023 Joint ATS/ERS 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 or at 212-315-8639. Applications must be submitted electronically on the [ERS Application Website](#). For any questions on ERS rules and processes, please feel free to contact Natalia Mikhaylova (natalia.mikhaylova@ersnet.org) or guidelines.statements@ersnet.org. The deadline for submissions is **August 1, 2023 at 11:59pm Eastern Standard Time. Late submissions will not be accepted.** All Joint ATS/ERS Applications must be submitted electronically via joint platform at: <https://www.ersnet.org/science-and-research/development-programme/ers-clinical-practice-guidelines-statement-and-technical-standards-in-collaboration-with-other-societies/>

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.

Section 1 General Project Information

1.1 Project Title – Insert title of joint project

1.2 Project Type – Select one of the ATS/ERS Joint Project types *Please note the following: All products or works, whether in writing or in another form, that are created partly or completely with the assistance of funding provided by the leading society will be the intellectual property of the leading society exclusively, unless otherwise stipulated in writing by the leading society. Recipients agree, as a condition of receipt of funding, that the leading society owns the copyright and all other rights to these products or works.*

1.3-1.8 Contact Information

Section 2 Categories

ATS – Select 1 primary sponsoring Assembly, and, if appropriate, 1 Committee or Section.

ERS – Select your ERS Sponsoring Assembly and your main disease domains.

Section 3 Proposed Participants

3.1 Project Chairs Senior/Junior – There are two columns where you will enter information for the ERS Project Chair and the ATS Project Chair

Involvement of proposed members of the ad-hoc committee will be pending completion of Conflict of Interest forms and, if necessary, resolution of all Conflicts of Interest. Proposed members will need to submit disclosures only when the project is approved in concept. (Projects may not commence until January 2024, pending final approval by the ATS Board of Directors and the ERS Executive Committee in December 2023).

3.2 Proposed List of Expert Members

List the contact information for each of your experts and to add additional experts click on the “add expert” Button.

3.3 Inclusivity of panel

The diversity of the panel, in terms of gender, age, ethnicity, country representation and field of expertise is an important criterion that will be taken into consideration by the reviewers. As it is a joint ERS/ATS Task Force it is recommended to have a good balance in representation of both US and EU experts. Pan-European diversity is strongly encouraged among EU experts.

Section 4 Project Description

4.1 Project Description – Provide a detailed description of the proposed project the detail should include the following components:

4.2 Specific questions to be addressed (CPG only): What are the specific questions that you aim to cover in your guideline relevant to daily clinical practice. Questions should be structured in PICO format. While it is expected that the initial set of questions will undergo revision and refinement, applicants are encouraged to be as specific as possible about each one of the PICO elements.

4.3 PICO Questions (CPG only)

It is recommended that there are not more than 6 Pico questions. If there is a need for more than 6 PICO questions you must justify the need.

4.4 Non-ATS or ERS activities in this area are you aware of any other projects that pertain to your proposal submission topic outside of ATS/ERS being developed under your proposed topic.

4.5 Rational for ATS/ERS Involvement: Describe the impact of the problem on ATS and ERS members.

Section 5 Methodology

5.1 Describe the methodology that will be used to achieve project Objectives:

The methodology you plan to use to search the literature, grade the evidence, and formulate recommendations. (For additional information about ATS guidelines, including the GRADE methodology and ATS policy guidelines for development of official documents, go to the documents area of the website at: <http://www.thoracic.org/statements/document-development/> .

5.2 Who will perform the systematic reviews? (for Clinical Practice Guidelines Only)

We encourage project teams to identify and make use of recently published high quality systematic reviews performed by others. However, it is required that one or more members of the team have first-hand experience performing (and publishing) systematic reviews. Applicants are encouraged to recruit qualified individuals with adequate time to help perform systematic reviews. These may include junior members. If project teams cannot identify an individual to lead the systematic review one will be appointed for you. Please note in this test box.

5.3 Methodological Experience

If your project team has identified a Methodologist please list experience, i.e., Publications or CV.

5.4 Confirm that you have completed module A for all document developers or module B for document developers of a Clinical Practice Guideline.

All applicants who have or will have an official document as part of their Assembly/Committee project must:

- Complete either module A or B. A set of educational vignettes on document development have been created and are available on the ATS website at: <http://www.thoracic.org/statements/document-development> . All document developers will need to review and complete these vignettes prior to submission of a new or renewal project proposal.
- Obtain Documents Development and Implementation Committee (DDIC) approval IF your document is NOT a Clinical Practice Guideline and you plan

to include 1 or more RECOMMENDATIONS FOR PATIENT CARE (diagnosis and/or treatment).

Section 6: Timetable

Tentative timetable for project completion - Please refer to ATS Document Guidelines for development process of ATS official Documents. List each function separately. Functions may include:

- Kick-off calls and Meetings
- Conference calls
- Meetings - Please note that all full day, “face to face” committee meetings or workshops **MUST** be held in conjunction with the ATS International Conference or ERS Congress. Options for full day meetings are Friday or Saturday immediately prior to the Conference or Congress
- Literature Searches
- Writing Sub-groups
- Draft of Document
- Reviews, etc.
- Expected Project Completion Date

Important: the maximum duration of a TF is 2 years

Section 7: Patient input

Indicate whether patient involvement is required

Section 8: Budgets

Detailed ATS/ERS Joint Budget for FY2024—Enter all expected Project expenses for year FY2024.

8.1 Enter Currency – Euro or Dollar

8.2 Meetings - Limited travel funds are available. When possible, conference calls must be used instead of face-to-face meetings. Justification for a face-to-face meeting outside of the ATS or ERS Conferences should be included in your budget under section 8.5 other need.

8.3 External Support not provided by panelist

8.3.1 Medical Librarian – You may use a medical librarian to assist in literature searches to achieve an evidence-based result. If PRS approves this budget item, a quote must first be submitted and approved by the ATS before services are rendered – Up to \$5,000

8.3.2 - 8.3.4 ERS only questions please contact ERS

8.4 ATS/ERS Conference Calls – When possible, conference calls must be used instead of a face to face meeting. Please use the following formula when budgeting for conference calls:

- # of people x # minutes x 0.10=

- **10** Committee members x **60** minutes per call x **2** conference calls x **.10= \$120.00**

8.5 Other budget Needs –any item not included in the budget template is considered other and must have a justification attached to the request.

ATS Budget Parameters

- 1. FULL DAY MEETING** - All full day, “face to face” committee meetings or workshops **MUST** be held in conjunction with the ATS International Conference. Options for a full-day meetings are Friday or Saturday immediately prior to the Conference. If you are requesting a full day meeting or workshop you must budget **Per Diem (\$425.00)** for each committee member planning to attend whether they are an ATS member or not. You may budget **Per Diem (hotel, transportation and meals)** for a maximum of 2 days per person **for each committee member** planning to attend the committee.
- 2. FULL DAY MEETING TRAVEL (AIRFARE)**- Project travel funds for a face to face committee meeting at the ATS International Conference may **NOT** be used to travel any individual (**ATS member or non-member**) who plans to attend the ATS International Conference. The Travel budget is meant to Travel only members of the committee, who do not typically attend the ATS International Conference.

Applicants may budget full travel expenses for committee members **NOT** planning to attend the ATS International conference.

- Round Trip Coach Airfare-Domestic - **\$575.00** Per Person
 - Round Trip Coach Airfare-International - **\$2000** per person
- 3. Breakfast Meeting** – Project Committees may choose to meet at the ATS International Conference. The meeting must be held prior to the start of all International Conference Sessions. These meeting may be held on Sunday, Monday or Wednesday from 6:45AM-8:15AM. No Electronic AV Equipment can be requested for this meeting. ATS can provide a flipchart and markers if requested.
 - Please add **\$75.00** per person
 - 4. Lunch Meeting** - Project Committees may choose to meet at the ATS International Conference. The meeting must be held prior to the start of all International Conference Sessions. These meeting may be held on Sunday, Monday or Wednesday from 12:00 Noon-1:30 PM. No Electronic AV Equipment can be requested for this meeting. ATS can provide a flipchart and markers if requested.
 - Please add **\$75.00** per person

Please note that for joint projects between ERS and ATS, the above policy applies to travel to committee meetings held in conjunction with a conference of the partner society. Exceptions may be made under unusual circumstances, must be submitted to Miriam Rodriguez and Natalia Mikhaylova at the time of project application submission and are subject to approval by ERS.

Publication Charges - must be included in the 2nd yr. renewal application for any products that will be published as a result of the project (e.g. Official ATS documents). All products resulting from the project are subject to review and approval in accordance with the ATS Guidelines on Guidelines. Failure to follow these instructions may result in termination of the project.

a. Document Publication Charges - \$475.00 Per Page

- Research or Policy Statement - **8 Pages Max**
- Workshop Report - **8 Pages Max**
- Technical Standards - **8 Pages Max**
- Clinical Practice Guidelines - **15 Pages Max**

b. Patient Information Series Pieces - graphic design, medical writing/editing, and publication

- of 2 page piece **\$1300**
- 2 page piece web only - **\$1000**

Section 9: Supporting documents

9.1 Please upload reference letter(s) from relevant ERS Assembly(ies) - contact the relevant Assembly Head listed on our website: <https://www.ersnet.org/the-society/assemblies-and-groups/>. Should you need support from the ERS office to establish contact with relevant officers, please contact guidelines.statements@ersnet.org. ERS recommends that the Assembly Head is aware of project in advance. We request that you join a reference letter stating that he/she was approached beforehand and had the opportunity to provide his/her input to the proposal.

9.3 Short list of references for both chairs justifying expertise in the field

9.3 Chairs conflict of interest and confidentiality form fully completed and signed - to access the form, please visit our webpage and download the form entitled "Conflict of interest and confidentiality form" <https://www.ersnet.org/science-and-research/development-programme/>

9.4 CV of members who will perform the methodological tasks

9.5 The lay summary (1 page max, font size 12 pts Arial or Times New Roman) - this should be a brief summary of the proposed research (e.g. rationale, background, expected outputs/outcomes, long-term impact), also highlighting where the fellowship fits in with the applicant's previous background and career development goals. This document is different from the scientific Project Description you submitted for your fellowship, as the lay summary should be written in plain English and in a such way that a non-scientist can easily understand the aims, outcomes and potential relevance to future practice (e.g. patients). Should it be useful, applicants can find several websites with some advice on writing lay summaries, including guidance from [Breathe](#), [NIHR](#) and [Elsevier](#). The [Hemingway App](#) is also useful to check and simplify writing.

ATS Conflict of Interest Disclosure

ATS members and others participating in official ATS projects have diverse experiences and relationships that positively contribute to project development. Disclosure and consideration of potential “conflicts of interest” (COI) -- relationships and personal interests that could be perceived as unduly influencing a participant’s generation or assessment of evidence, and thereby potentially misinforming healthcare decision makers -- is essential to assure that official ATS projects always reflect the best available evidence and scientific rigor. Therefore, for all proposed projects:

1. **All project applicants, who are also generally envisioned as the project chair or co-chair(s), must have completed the online 2023 ATS COI Form by time of consideration of this application, and in doing so must have fully disclosed all relationships and personal interests that are relevant to the project’s subject matter.** These include but are not limited to all direct financial relationships with companies that have business interests related to project subject matter. Please note:
 - A. Most project applicants have already completed the online COI form due to involvement in the 2023 ATS International Conference or another 2023 official activity. If so, you simply need to return there (<https://thoracic.coiriskmanager.com/>) to review your disclosure to make sure that it includes everything relevant to this project, and update it if needed. Use the ATS-issued COI website Log-in ID that was previously issued to you, and your self-determined password, or click on the “Forgot Log-in ID” link on the website.
 - B. If you haven't yet completed the 2023 COI form, please contact John Harmon at ATS at ethicsoffice@thoracic.org or 212-315-8611 to be reminded of your Login ID if a previous ATS COI website user, or to be registered for the site if a first-time user.
2. **COI disclosures are not yet required from other proposed project participants.** Project applications require the names and contact information for the other ATS members or outside experts that you envision as members of your project’s planning committee, writing committee, or panel, but these proposed participants are not approved for participation until each has completed ATS COI review, which occurs once the application has been approved-in-concept. At that time (if approved in concept) you and they will be contacted by ATS and instructed to complete or update the ATS COI form to disclose any COI relevant to project subject matter.
3. **All projects intended to result in an ATS clinical practice guideline (CPG) must meet additional COI conditions** outlined in the Policy for Management of Financial Conflicts of Interest in the Development of ATS Clinical Practice Guidelines. These include specific COI standards for CPG project chairs or co-chairs, and (once the project is approved in concept) ATS review and classification of all proposed panelists as either having no relevant COI, manageable COI, or disqualifying COI.

Contact John Harmon, ATS manager for documents and COI management, at jharmon@thoracic.org or 212-315-8611 if questions about project-related COI disclosure

and management. Shane McDermott, ATS senior director for ethics and COI, and Kevin Wilson, MD, ATS Documents Editor can assist John where needed.

Chair Acknowledgement

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