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Instructions – FY2018 Assembly/Committee Projects

RENEWAL - APPLICATION

The following instructions have been designed to assist you in completing the FY2018 Assembly/Committee Project Application.

Below are detailed instructions for each section of the FY2018 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 or at 212-315-8639. Applications must be submitted electronically. The deadline for submissions is **July 31, 2017 at 11pm Eastern Standard Time. Late submissions will not be accepted.** All Applications must be submitted electronically via the ATS website.

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 FY2018 Assembly/Committee project application will be web based. You can access the application and instructions on the ATS website under Assemblies at: www.thoracic.org. You will need your **ATS Username and Password** to begin an application.

Forgot your ATS user name and password

ATS members can go also recover their forgotten ATS user name and password at: <http://www.thoracic.org/form/application/my-forms.php> by clicking on:

- Forgot Your Username/Password? ←

Your login information is as follows:

Username – eight digit ID number (example: 00000001)

Password – uppercase/capital letters and observing these rules:

- If your last name is six or more characters, enter it as usual (example: "Davidson" – Password: DAVIDSON)
- If your last name is fewer than six characters, add "1905" (example: "Yu" – Password: YU1905)
- Replace each apostrophe, hyphen and/or space with an underscore (example: "O'Malley Webber" – Password: O_MALLEY_WEBBER)

If you are still experiencing problems, please contact our Membership & Subscriptions Dept at 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 going to: <http://www.thoracic.org/go/myaccount> once created, 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 User Name and Password

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

The screenshot shows a webpage titled "Assembly Project Form". Below the title, there are four blue buttons with white text, each representing a different type of application:

- FY2017 New Project Application
- FY2017 Renewal Assembly/Committee Project Application
- FY2017 New Assembly/Committee Project Application - Leadership
- New FY2017 Joint ATS/ERS Assembly/Committee Project Application

- **NEW FY2018 Assembly/Committee Project Application** - Are New Projects that require funding and approval for the first time
- **RENEWAL FY2018 Assembly/Committee Project Application** - Are for those projects that were approved by the Program Review Subcommittee and the ATS Board of Directors for the FY2016 Funding Cycle.
- **NEW FY2018 Joint ATS/ERS Project Application** – Applications are only for joint projects between the two societies. Applications will be submitted to both societies for review.

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 2018 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 on August 26th. Once submitted you will see the following menu when you log in again.

New 2018 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, Senior Director, Assembly Programs and Program Review Subcommittee, via email at: mrodriguez@thoracic.org or via telephone at: 212-315-8639

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. **Secondary Assembly** – Select up to two Assemblies that will be collaborating on this project. Enter only the assemblies in which you have spoken to the Assembly Planning Committee Chair and have agreed that this will be a joint collaboration. ATS encourages collaboration among assemblies (*all assemblies listed will review the Project Application*)
4. **ATS Sections** – Select Section if any collaborating on project
5. **Committee** – Select the name of 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.
6. **What official ATS document will be developed as part of this project?** By this time you have received final classification of the document from the documents Committee. Please enter final document classification type if different from original application. 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 American Thoracic Society will be the intellectual property of the ATS exclusively, unless otherwise stipulated in writing by the ATS. The disposition of these products or works will be at the sole discretion of the ATS. Recipients agree, as a condition of receipt of ATS funding, that ATS owns the copyright and all other rights to these products or works. Official ATS documents include:

Statements

There are two types of ATS statements, policy statements and research statements:

• **Policy Statements** present ATS positions on issues that pertain to bioethics, public health policy, health care financing and delivery, medical education, and governmental policy. As an example, see “An Official ATS Policy Statement: Pay-for-Performance in Pulmonary, Critical Care, and Sleep Medicine *Am J RespirCrit Care Med* 2010; 181:752761.”

• **Research Statements** present ATS positions on issues that pertain to governmental funding of research, future research needs and initiatives, and other issues that promote or hinder pulmonary, critical care, and sleep research. As an example, see “Multi-society Task Force for Critical Care Research: Key Issues and Recommendations. *Am J RespirCrit Care Med* 2012; 185:96–102.”

Statements may make recommendations for policy and research; however, they may not make recommendations for patient care. They should be submitted within one year of the project start date. An Executive Summary is published in the *American Journal of Respiratory and Critical Care Medicine* (maximum of 3,500 words) and the full document is published online only (maximum of 10,000 words). Alternatively, the full document may be published in the *American Journal of Respiratory and Critical Care Medicine* if it is less than 3,500 words. The word limits are strictly enforced.

Workshop Reports

Workshop reports are summaries of conferences and workshops that were sponsored by the ATS. While most of the content in the report should derive from the conference or workshop, additional discussions and further development of ideas following the conference or workshop are acceptable. As an example, see “An Official American Thoracic Society Workshop Report: Climate Change and Human Health. Proc Am Thorac Soc 2012; 9:3-8.”

Workshop reports may not make recommendations for patient care. They should be submitted within one year of the project start date. Workshop reports are published in the online-only journal, Annals of the American Thoracic Society (maximum of 4,500 words). The word limit is strictly enforced.

Technical Statements

Technical statements describe how to perform a test or procedure. They do not compare tests or procedures, nor do they identify populations to which a test or procedure should be applied. Technical statements should be based upon evidence, but they do not require a full or pragmatic systematic review of the literature.

Technical statements may not make recommendations for patient care (other than standards for how to perform the test). They should be submitted within one year of the project start date. An Executive Summary is published in the American Journal of Respiratory and Critical Care Medicine (maximum of 4,000 words) and the full document is published online only (maximum of 10,000 words). Alternatively, the full document may be published in the American Journal of Respiratory and Critical Care Medicine if it is less than 4,000 words. The word limits are strictly enforced.

Clinical Practice Guidelines

Clinical practice guidelines make diagnostic and treatment recommendations that assist physicians, other healthcare practitioners, and patients to make decisions about the appropriate course of action in specific clinical situations. They are developed by a multidisciplinary committee, which must include individuals with prior experience in the development of guidelines, systematic reviews, and/or a GRADE-based project. As examples, see “An Official ATS/ERS/JRS/ALAT Statement: Idiopathic Pulmonary Fibrosis: Evidence-based Guidelines for Diagnosis and Management. Am J Respir Crit Care Med 2011; 183:788-824” and “An Official American Thoracic Society/Society of Thoracic Radiology Clinical Practice Guideline: Evaluation of Suspected Pulmonary Embolism in Pregnancy. Am J Respir Crit Care Med 2011; 184:1200-1208.”

Guidelines are expected to be submitted within two years of the project start date. The first year is dedicated to 1) formulating clinical questions using the patient, intervention, comparator, outcome (PICO) format, 2) searching the literature, 3) selecting relevant studies, and 4) appraising and summarizing the evidence using the GRADE approach. The second year focuses on developing and grading recommendations using the GRADE approach, as well as writing the guidelines. Sufficient progress must be demonstrated during the first year for consideration for a second year of funding.

An Executive Summary is published in the American Journal of Respiratory and Critical Care Medicine (maximum of 4,500 words) and the full document is published online only (maximum of 10,000 words). Alternatively, the full document may be published in the American Journal of Respiratory and Critical Care Medicine if it is less than 4,500 words. The word limits are strictly enforced. Guidelines should be routinely assessed for currency and updated at least every 3 years.

For more information and a complete guidelines packet go to:
<http://www.thoracic.org/statements/document-development/>

7. **FY2018 ATS Approved Budget:** Enter the total budget amount Approved by ATS for year FY2016. The final approved budget can be found on your final approval letter.
8. **FY2018 Approved Budget from Other Sources:** This budget is **for joint society projects only**. Enter the amount approved from the other organization in year FY2017.
9. **Initial Project Approval:** In what year was this project originally approved as a new application.

Section II Summary of Activities to Date

10. **Please cut and paste specific aims originally approved in the new project application. If you do not have these please contact mrodriguez@thoracic.org**
11. **Provide a summary of your project progress related to the Specific Aims/Goals for this renewal application**
12. **Describe the Methodology used to date – For more information on GRADE go to: <http://www.thoracic.org/statements/document-development>**

Section III: Project Participants

13. **Proposed Participants** - Involvement of proposed members of the project 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 2017, Pending final approval by the ATS Board of Directors in December 2016) Please include:
 - a. Names of participants for the project committee
 - b. Institution Affiliation

- c. Role on Project Committee & Area of expertise below are a few examples:
 - **Project Chair** – Proven reputation as a clinician, scientist or as a methodologist in the topic area, ability to organize and work well with a group, track record of delivering quality products in a timely fashion.
 - **Members** – Clinical, methodological &/or scientific expertise in the topic area (specific or general), diversity in geographic location, gender, as well as writing skills and ability to work as a member of a team)
- d. Area of Expertise
- e. e-mail Address – Project member e-mail address
- f. Airfare – if you are having a live meeting and are asking that ATS cover airfare for this participant please check the box that applies in the project participant list in section 3. You will also need to budget for this expense in the budget section of this application. Please note that only project committee members who do not typically attend the ATS International Conference qualify for airfare.
- g. Per Diem – If you are having a live meeting and your committee members will need to be reimbursed for expenses, please check the box that applies in the project participant list in section 3. You will also need to budget for this expense in the budget section of this application. Please note that all meetings held before the conference (Fri & Sat) all committee members will require per diem. Per diem covers hotel, meals and other expenses.

Section IV: Timetable

- A. **Tentative timetable for project completion** - List each function separately. Functions may include:

- 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. Options for full day meetings are Friday or Saturday immediately prior to the Conference.
- Draft of Document
- Preparation of products
- Reviews, etc.

- B. **Expected Project Completion Date**

Section V Budgets

- **Detailed ATS Budget for FY2018**–Enter all expected Project expenses for year FY2017.

Budget Justification – Please Note: that the following fields in the Budget will need Justification. Please complete Budget Justification areas if applicable. Please be sure to include a detailed explanation:

Outside Meeting 1 (Must provide Justification)

Outside Meeting 2 (Must provide Justification)

Other 1 (Must provide Justification)

Other 2 (Must provide Justification)

- **Budget for FY2018 from other sources (Joint Project Only)** – This budget is **for joint projects between more than one organization (e.g. ATS/ERS, ATS/ACCP, ATS / IDSA etc.)**.
 - a. Enter other organization name
 - b. Please list total budget received from other organization (all joint projects require completion of an MOU.)
 - c. List Items to be covered.
 - d. Specify if there are other project expenses that you anticipate that the not included in the total budget received from the other organization.
 - e. Specify if the budget received from the other organization is a one year budget or if it is for the life of the project

Budget Parameters:

1. **MEETING EXPENSES** - Limited travel funds are available. When possible, conference calls must be used instead of a face to face meeting. Justification for a face to face meeting outside of the international Conference should be included in your budget under “Outside Meeting”. Outside meetings must be justified in detail.
2. **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 meeting.
3. **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

4. **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 6:30AM-8:00AM.

- Please add **\$75.00** per person

5. **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 11:45 -1:15 PM.

- Please add **\$75.00** per person

Please note that for joint projects with other societies (e.g. ATS/ERS); 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 AT THE TIME OF PROJECT APPLICATION SUBMISSION AND ARE SUBJECT TO APPROVAL BY PRS.

6. 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**

7. **Joint Budget** - If you are seeking funds from an outside source, please also complete **#B FY2017 Budget from other sources (for Joint Society Projects Only)**. In this budget you will only list the items that the Joint organization will be responsible for covering. You will also need to complete **#A Detailed ATS Budget for year 2017 only** adding items that if approved the ATS will be responsible for covering.

Publication Charges - must be included in the application for any products that will be published as a result of the project (e.g. Official ATS documents). Approval of publication charges does NOT ensure approval of the project product. 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**
 - Systematic Review - **8 Pages Max**
 - Technical Statements - **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**
- c. Medical Librarian** – Project Committees 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

Section VI (For Joint Projects Only)

Will Joint Sponsorship from another organization be solicited (Joint Project Only)
 If this project will be co-sponsored by another non-corporate organization Please list the following:

- a. Organization & Contact information** – Organization contact involved in the project
- b. Funding Approved** – Has funding been approved for the project? If so how much has been approved? Please enter the amount. A memo of understanding (MOU) will need to be completed between both organizations once project is approved and before commencement of the project. The MOU is a signed agreement that describes and confirms key project elements, such as site of publication, resource allocation, and staff allocation

Section VII: 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 2017 ATS COI Questionnaire 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 questionnaire due to involvement in the 2017 ATS International Conference or another 2017 official activity. If so, you simply need to return there (<https://thoracic.coi-smart.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 2017 COI questionnaire, please contact John Harmon at ATS at coioffice@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 questionnaire 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.

- A. Briefly summarize any actions taken regarding the management of any COI issues.

Section VIII Chair Acknowledgement

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

Section X Revising Application After Reviewer Feedback

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