![American Thoracic Society logo — ATS · 1905 · We help the world breathe · PULMONARY · CRITICAL CARE · SLEEP]

Instructions for Web Based Application

FY2019 Assembly/Committee Projects

NEW/RENEWAL/JOINT ATS-ERS - APPLICATION

The following instructions have been designed to assist you in completing the FY2019 Assembly/Committee Project Application.

The FY2019 Assembly/Committee project application is 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/assembly-project.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)
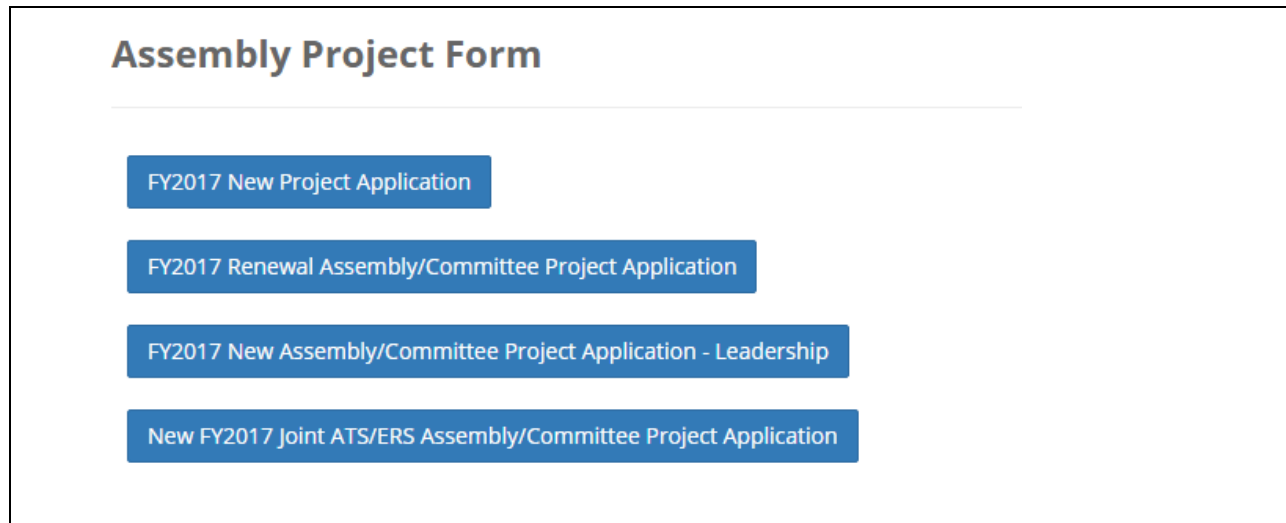
If you are still experiencing problems with your password, please contact our Membership & Subscriptions Dept at membership@thoracic.org.

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

Assembly Project Form

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 FY2019 Assembly/Committee Project Application** - Are New Projects that require funding and approval for the first time
- **RENEWAL FY2019 Assembly/Committee Project Application** - Are for those projects that were approved by the Program Review Subcommittee and the ATS Board of Directors for the FY2017 Funding Cycle.
- **NEW FY2019 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 2019 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 2019 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