



## *Instructions for Web Based Application*

### *Assembly/Committee Projects NEW/RENEWAL - APPLICATION*

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

The Assembly/Committee project application must be completed via the ATS website and is a web-based application. You can access the application and instructions on the ATS website 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 go also recover their forgotten ATS username and by clicking here:

WELCOME TO ATS

To start your ATS journey, click Create Account below.

Username

Password

To start your ATS journey, [Create Account](#) [Login](#)

[Forget Username/Password?](#)

American Thoracic Society

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.

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

To begin an Assembly/Committee Project Application please go to:  
<http://www.thoracic.org/form/application/assembly-project.php>

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

## Assembly Project Form

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.

To submit a New application for a **Joint ATS/ERS Project Application** [click here](#) ATS/ERS joint applications must be submitted through the ERS project application portal

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 save 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)