

2019 ATS Disclosure Website: Helpful Information - Log-in and Disclosure Process

This two-page memo provides information to help you in using our 2019 Disclosure Website to meet conflict of interest (COI) disclosure requirements for people in “official ATS roles” for 2019. (Definitions below.)

This memo is also available by clicking “Need Help?” on the site log-in page or “Help” on the upper right of inside pages. Separate instructions for ATS COI reviewers are available through “Help” and the ATS COI Disclosure button at thoracic.org.

1. Registration and log-in:

- **Your 2019 Disclosure Website username and temporary password are automatically e-mailed to you once ATS staff have notified us of your role(s) and we register you to disclose here.**
 - Note: system changes and security requirements, including compliance with European Union data regulations (GDPR), require new site usernames. We’re sorry to burden you with different usernames for different ATS sites, and hope this will improve soon.
- **Once you have your 2019 site username and temporary password, enter both at <https://thoracic.coiriskmanager.com> (new address). You will be instructed to replace the now “expired” temporary password. Re-enter the temporary password at “Current Password” (if not re-entered automatically), and then create a new personal password as instructed.**
 - Keep a record of your site user name and password to use later if you need to update your disclosures. If you forget either, use the “Forgot ...” options on the log-in page to re-set.

2. You complete this form only once annually (except for Journals manuscripts).

- **Completing the 2019 form is required of everyone with an “official ATS role for 2019”,** including 2019 Conference planners, chairs, and presenters (and of other ATS CME activities), developers of guidelines and other official documents, members of the Board and president-appointed committees, and Journal Editors and editorial board members, among others.
 - Exception: when submitting to an ATS journal a different manuscript-specific process must be used. See details at end of memo.
- **You complete the form once annually to cover all your official ATS activities, but you’re expected to keep your disclosures current by returning to update (a quick process) whenever necessary,** such as for a new commercial relationship or a new official role. See #6 on next page.
- **We have a new platform for 2019. Grids now make it easier to enter commercial interests.**

3. Deadlines for disclosure:

- **March 1 deadline for 2019 ATS Conference planners, chairs and presenters.** Late Conference disclosures are accepted but will delay review. Late additions can submit once they’ve received user name and are urged to do so as soon as possible. Accreditors require advance disclosure and review. ATS is not to authorize presenting in a CME session and awarding of credits to audience without this.
- **Deadlines for other 2019 activities will be given separately.**

v. 4-2-2019



4. You must disclose the following (also outlined on the form itself):

- a) Financial relationships with commercial entities producing, marketing, re-selling, or distributing health care goods or services consumed by or used on patients. (Accreditation Council for CME required). Common entities: pharmaceutical and medical device companies. Common relationships: research support; advisory committees; consulting; speaker; personal investments; employee.
- b) Relationships with commercial entities involved with research on pulmonary, critical care or sleep.
- c) Intellectual property
- d) Relationships with businesses whose products are thought to contribute to pulmonary disease or related critical illness or sleep disorders. Examples: tobacco and e-cigarette (vaping) companies.
- e) Relationships with the cannabis industry. **Note:** except for relationships with tobacco companies, none of the above automatically excludes a person from participating in most official ATS roles but may require steps to assure participants of your scientific independence and avoidance of commercial bias. Current ATS policies are available at <http://www.thoracic.org/about/governance/ethics-and-coi/>.

5. To update (revise) or see a previously submitted 2019 disclosure:

- If later in 2019 you need to report (add) a new commercial relationship or a new ATS role, log back in at <https://thoracic.coiriskmanager.com> using your same site username and password. Then click “**Show Disclosures Available to Update**”, click “**Update**”, and revise your answers as needed. To just see your most recent disclosure, at “Show Disclosures Available to Update” click the “View Disclosure” icon only (not “Update”). Instructions are also available by clicking “Need Help?” on the log-in page or “Help” on the upper right of pages inside.

6. ATS Conference Presenters: re-entering some disclosure information is required when uploading your presentation slides:

- The separate ATS Conference slide upload site managed by the ATS Conference unit currently requires you to re-enter some disclosure information to have a disclosure slide automatically shown before your presentation. We had hoped to eliminate this repetition by automatically transferring data but were technically unable for 2019. We have been assured it will be eliminated for 2020.
- The Conference slide site will have a link to the Disclosure Website to enable you to see your 2019 Form. Once logged-in, take the two steps noted in #5 above to “View Disclosure.”

7. Deadline for Conference session chairs to review their presenters' conflicts (as "persons in control") is April 30.

- Chairs were notified by email. Detailed reviewer "help memo" available. See top of previous page for locations.

8. If at any point you need staff assistance:

- **About completing the 2019 Disclosure Form: email ethicsoffice@thoracic.org or call John Harmon at 212-315-8611 or Kimberly Lawrence at 212-315-8641.**
- **About ATS COI policies, or the 2019 review and grading process:** contact Shane McDermott at smcdermott@thoracic.org or 212-315-8650.
- **About the separate disclosure process for ATS Journals manuscript submission:** contact Marc Bendian at mbendian@thoracic.org or 212-315-8623.
- **About non-Conference CME, including Thoracic Society Chapter CME:** contact Jennifer Siegel-Gasiewski at jgasiewski@thoracic.org or 212-315-8644.
- **About the Conference Presentation Slide Upload Process** (including re-entry of disclosure information): contact D’Ann Brown at dbrown@thoracic.org or 212-315-8659.

