

## **POLICY FOR THE MANAGEMENT OF PROJECTS THAT DO NOT SUBMIT A RENEWAL APPLICATION**

**BACKGROUND:** Failure to submit a renewal application to the Program Review Subcommittee (PRS) is a significant problem for the ATS. More rigorous methodological and conflict of interest standards have been put in place and review of the renewal application is the only opportunity for the PRS to determine whether the standards are being adhered to and, if not, how to correct the problem. Without the yearly review, documents are susceptible to being submitted in subpar condition, which requires much time and effort to correct, creating delays and frustration. It also has the potential to jeopardize adherence to our conflict of interest (COI) standards, which is problematic for a variety of reasons.

**POLICY:** ATS project chairs will be reminded by email each summer to submit a renewal application to the PRS. This reminder is considered a courtesy because the chairs have already been informed about the expectation that they will submit a renewal application in the original project approval letter, in the Guidelines for American Thoracic Society Documents [GATS], in new and renewal applications, and at the Documents Development and Implementation Committee's Workshop for document developers held during the ATS International Conference each year. The email reminders will warn developers that a renewal application is necessary for a project to remain active. Failure to submit a renewal application will result in the inactivation of a project. Inactivation means that the project will not be provided funding, the document will not be accepted for review, and a new project application will need to be submitted the following year if they want their project to be reactivated. This policy will be posted in the "document development" area of the ATS Website for future reference.