

Frequently Asked Questions for Grantees

AWARD ACCEPTANCE 2

1. I will be at a new sponsoring institution by the start of the grant term. Can I still accept the grant? What information do I need to provide to Conquer Cancer? 2

2. Can I delay the start date of my award term? For how long? 2

3. I was just awarded a grant. Can I revise the specific aims and/or budget of my grant before the start of the award term? 2

4. Can I accept multiple awards from Conquer Cancer? 2

5. Do I need to have ASCO membership to accept a Conquer Cancer grant? 2

POST-AWARD 3

6. Does the grant get paid to the individual Principal Investigator or to their affiliated organization (e.g., university, agency or NGO)? 3

7. I am a CDA recipient and received another CDA from a private foundation. Am I allowed to hold both awards concurrently? 3

8. Where do I find my progress and budget reporting schedule? 3

9. Where do I submit my progress and budget reports? 3

10. I accepted a position at a different institution. May I transfer the grant to continue the project? 3

11. How will my remaining grant funding move to my new institution? 3

12. I am leaving my institution and will not be transferring my grant. May another PI take over the project and continue to receive funding? 4

13. Can I rebudget my grant funds? 4

14. Can I change the aims of my project? 4

15. I need more time to complete my research project. What do I do? 4

16. Do I need to inform Conquer Cancer if I plan to go on sabbatical or take a leave of absence? 4

17. How do I acknowledge the support from Conquer Cancer for my grant? 4

18. The results of my Conquer Cancer funded grant was accepted for publication. How do I share this with Conquer Cancer? 5

AWARD ACCEPTANCE

1. I will be at a new sponsoring institution by the start of the grant term. Can I still accept the grant? What information do I need to provide to Conquer Cancer?

Yes, as long as you meet the award's required percentage commitment of total research activities and other requirements of the award. You will need to submit the following:

- start date at new institution
- new mentor biosketch and letter of support (applies to mentored grants)
- new mentorship plan (applies to mentored grants)
- new institutional letter of support
- proposed budget at the new institution (if different from the approved application budget)
- brief summary of changes in research project (if there are any changes in the original research project)

Based on the proposed changes, you may be asked to submit a revised research plan, biostatistical plan and project timeline and changes in the budget and IRB status.

Conquer Cancer will review these requirements and has the right in its sole discretion to withdraw the award.

2. Can I delay the start date of my award term? For how long?

You may request that the Award Period be delayed with a start date that begins up to six months after the published start date indicated in the Request for Proposals, which will be approved or disapproved by Conquer Cancer in its sole discretion.

3. I was just awarded a grant. Can I revise the specific aims and/or budget of my grant before the start of the award term?

Yes. You will need to complete a Change of Scope Request (for any changes in specific aims) and/or a Rebudget Request (for changes in the budget) in the application portal, which will be approved or disapproved by Conquer Cancer in its sole discretion. Any significant changes to the proposed aims of the funded study will be reviewed again as a new application for approval of funding.

4. Can I accept multiple awards from Conquer Cancer?

Grant recipients are allowed to hold only one active grant from Conquer Cancer at a time. YIA recipients may accept a Merit Award while their YIA is still active.

5. Do I need to have ASCO membership to accept a Conquer Cancer grant?

Yes. Recipients of multi-year grants must also maintain ASCO membership for the entire duration of the grant. Visit ASCO Membership to join/renew online.

POST-AWARD

6. Does the grant get paid to the individual Principal Investigator or to their affiliated organization (e.g., university, agency or NGO)?

Grant funds are paid directly to, and administered by the Principal Investigator's Sponsoring Institution.

7. I am a CDA recipient and received another CDA from a private foundation. Am I allowed to hold both awards concurrently?

You are allowed to hold both awards concurrently provided it is not for the same project, there are no scientific and budgetary overlaps and if the other funder allows the concurrent award.

8. I am a YIA recipient and received another award for the same project? Am I allowed to hold the both awards concurrently?

You are allowed to hold both awards concurrently provided there are no overlapping aims and budget.

9. Where do I find my progress and budget reporting schedule?

You can find your progress and budget reporting schedule as an Exhibit in your award agreement.

10. Where do I submit my progress and budget reports?

Reports must be submitted through our Application Portal at awards.asco.org.

11. I accepted a position at a different institution. May I transfer the grant to continue the project?

Yes, as long as you meet the award's required percentage commitment of total research activities and other requirements of the award. You can initiate an institution transfer by submitting a request through the application portal. You will need to submit the following:

- new mentor biosketch and letter of support
- new mentorship plan (applies to mentored grants)
- new institutional letter of support (applies to mentored grants)
- final expenditure report (for active grants)
- proposed budget at the new institution (if different from most recent approved budget)
- your role and contribution in the project
- new timeline and IRB approval (if applicable).

Conquer Cancer will review your request and notify you within 10 business days of requesting approval. If approved, Conquer Cancer will have requirements for the new institution to complete.

12. How will my remaining grant funding move to my new institution?

Your originating institution must submit a final expenditure report showing the any remaining balance in the grant. Remaining funds should be remitted to Conquer Cancer, the ASCO Foundation. Checks should be sent to:

Conquer Cancer, the ASCO Foundation
2318 Mill Road, Suite 800
Alexandria, VA 22314

Once the institution transfer has been approved, the new award agreement has been signed by the new sponsoring institution, and the remaining funds have been received, a payment will be issued to the new institution.

13. I am leaving my institution and will not be transferring my grant. May another PI take over the project and continue to receive funding?

No. Non-mentored and mentored grants such as the YIA, CDA, and Global Oncology YIA cannot be transferred to another investigator or to the mentor. The recipient must relinquish their grant and return the unexpended funds to Conquer Cancer. In situations where the PI maintains an appointment with the originating institution and have continuous role and contribution to the research project, Conquer Cancer may consider allowing the grant to remain at the originating institution.

14. Can I rebudget my grant funds?

You may move funds of up to 5% of the total yearly budget without prior approval from Conquer Cancer. Budget changes of greater than 5% per year between budget categories must be made through the application portal and approved by Conquer Cancer before expenditure of funds.

15. Can I change the aims of my project?

Significant changes in the specific aims of the research project will not be allowed without review of change in scope request and prior written consent from Conquer Cancer. Minor amendments with major grant focus remaining the same as that of the funded grant such as expansion of sample cohort are allowed upon IRB approval. Any request for changes in the specific aims of the research project must be made through the application portal prior to making any changes to the research project.

16. I need more time to complete my research project. What do I do?

You may request for a no-cost extension (NCE) to extend the project period beyond the original project end date without additional funding. A request for NCE must be made through the application portal. Conquer Cancer approves a six-month NCE at a time. If a no-cost extension is granted by Conquer Cancer, you will submit additional progress reports and financial expenditure reports every six months during the extension term.

17. Do I need to inform Conquer Cancer if I plan to go on sabbatical or take a leave of absence?

Yes, prior approval from Conquer Cancer is required. Please send an email to grants@conquer.org and include the following information:

- A statement that qualifies the leave of absence.
- A brief description of the activities to be performed by the PI recipient while on leave and the relationship to the grant.
- The extent of research to be continued on the grant at the sponsoring institution during the PI recipient's absence.
- The name and email of the proposed person to be left in charge of day-to-day activities in the PI recipient's absence.

18. How do I acknowledge the support from Conquer Cancer for my grant?

Recipients must acknowledge Conquer Cancer and the funder of their grant (if applicable) when they submit the results of their research project for publication, presentation (including posters), or other public release. In the event the recipients' results are published or otherwise publicly released either during or after the grant period, the recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer: "This work was funded by a Conquer Cancer [name of grant]. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology® or Conquer Cancer® [or funder name if applicable]."

The Recipient is encouraged to use an emblem for the program on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the acknowledgment language. The Recipient may request this emblem by sending an email to grants@conquer.org.

19. The results of my Conquer Cancer funded grant was accepted for publication. How do I share this with Conquer Cancer?

You can email grants@conquer.org. You may also complete the Publications Form in the application portal. Mention all publication details in the progress report and highlight the projects that used Conquer Cancer funds to generate data that was used in the publication.