Recipient Instructions: Completing Reporting Tasks
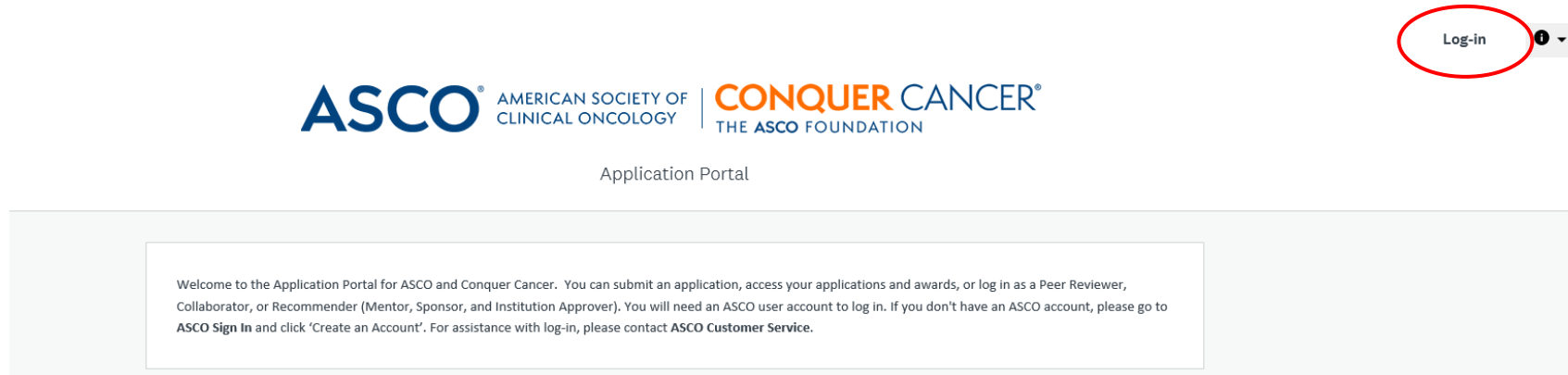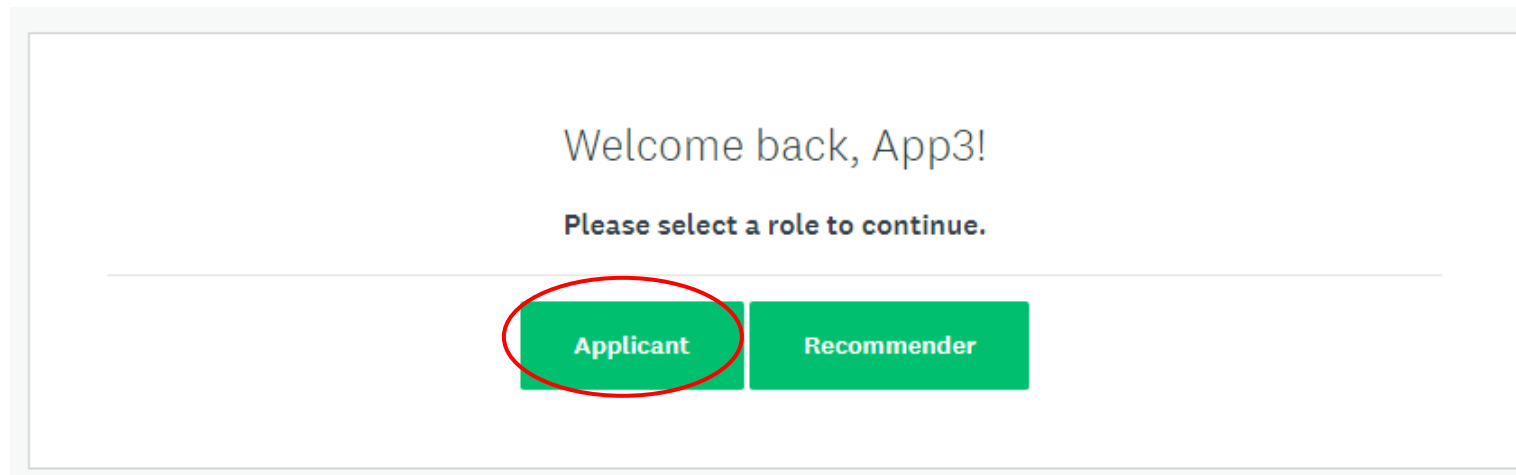
1. Log in to the Conquer Cancer Application Portal (awards.asco.org) by clicking **Log-in** as shown below. Use your asco.org user name and password. For assistance with log-in, please contact ASCO Customer Service.

2. If prompted to select a role, select **Applicant**.

3. On your **My Applications** page, click **Start** or **Continue** on your award tile.

All Applications ▾

Young Investigator Award (YIA)
2020YIA-2184617075 👤↑

3 of 6 required tasks complete

CONTINUE

Last edited: Jun 28 2021 01:47 PM (UTC)

1 - 1 of 1 Applications

4. On the next page, you will find the reporting tasks that you are required and encouraged to complete for this reporting period. Click each task. Read carefully and follow the instructions on each form.
   - Progress Report (required)
    - Upload Project Timeline (required) – must be submitted with the progress report
    - Expenditure Report (required)
    - IRB/IACUC Update (required, if there is an update on your IRB or IACUC status)
    - Publication Form (optional)
    - **Upload Files (optional, <u>highly encouraged</u>)** – *you are highly encouraged to upload a video of yourself expressing the impact of your award.* The maximum file size limit is 1GB (approximately 3 minutes long).

IMPORTANT NOTES:

- If you have completed any previous tasks in the Application Portal, these tasks may be visible and marked with a green check mark.
- Your Progress Report and Expenditure Report may have different due dates. Please check your award agreement or notice of no-cost extension approval (if applicable) for the due date. You will receive email reminders for all reports, beginning one month prior to the due date.
- Mentored grants require the primary mentor's signature on the progress report. You may add your mentor as a collaborator by using the "Add" button to the left of the task list. This will allow your mentor to log in to review/sign the report. These instructions are also noted in the progress report task in the Application Portal.
- You may see an alert asking you to verify your email address. Click on the button "Send verification link", check your email and follow the instructions in the email.

⚠ **Your email address has not been verified!**

Send verification link

You will not be able to submit applications or complete certain tasks until you have verified your email address

5. At the bottom of page for each task, click **Mark as Complete** to complete your task. Do not use the Submit button in the left navigation.

SAVE & CONTINUE EDITING   **MARK AS COMPLETE**

6. After completion of each task, a green icon with a check mark will appear corresponding to the task completed.
   FOR RECIPIENTS WITH MULTI-YEAR AWARDS: The next reporting tasks will be visible in your task list upon completion of your current reports. No action is required from you. You should complete those tasks in the next reporting cycle and will receive reminders prior to each due date

For questions, please contact grants@conquer.org. We look forward to the timely submission of your reports.