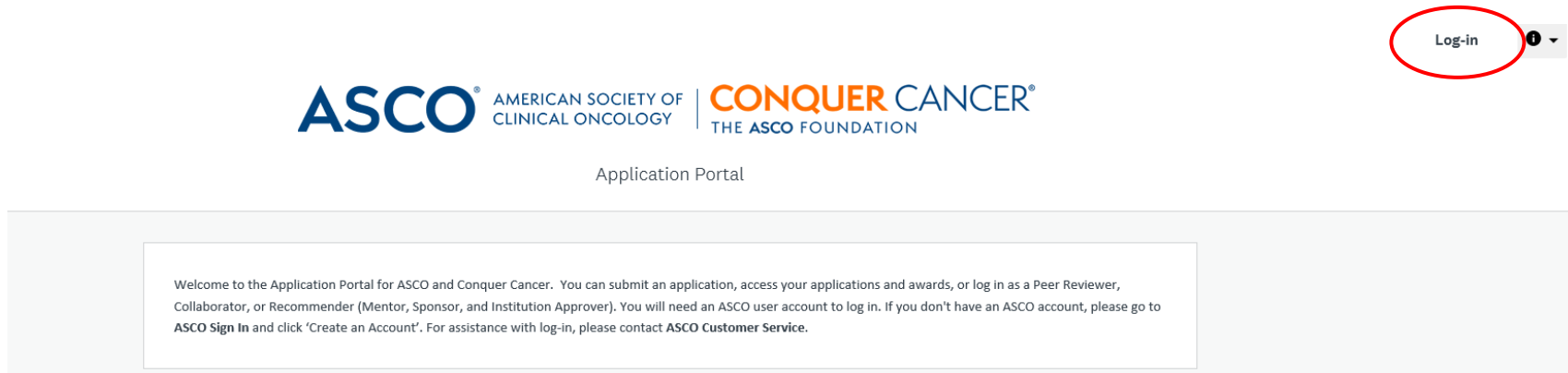
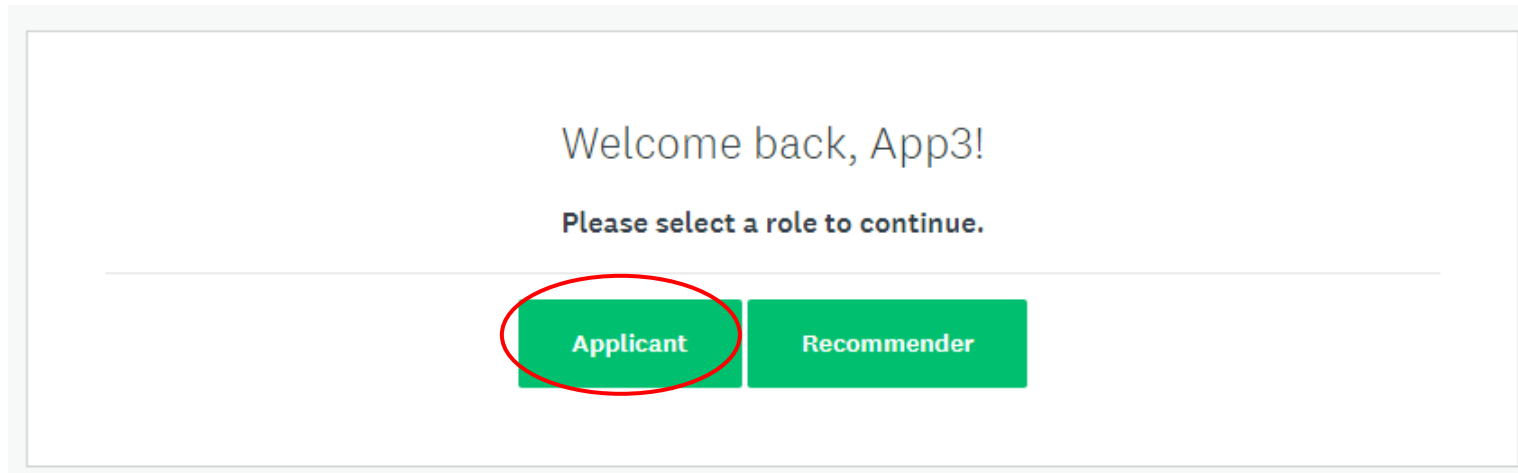


Recipient Instructions: Submitting an Institution Transfer Request

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.

The screenshot shows a user interface for 'All Applications'. A specific application tile is highlighted, titled 'Young Investigator Award (YIA)' with ID '2020YIA-4447306921'. Below the title is a progress indicator showing '3 of 10 required tasks complete' with a corresponding progress bar. A prominent green button labeled 'CONTINUE' is visible, along with the text 'Last edited: Jul 8 2021 10:11 AM (EDT)'.

4. On the next page, you will find your list of tasks. Click **Initiate Institution Transfer Request** on your task list:

	 Initiate Institution Transfer Request (optional)	
	 Mentor Invite - New Institution	
	 Request Approval: Institutional Transfer Cannot be started at this time	

5. Complete the **Institution Transfer Request Form**.

The screenshot displays a web application interface for initiating an institution transfer request. On the left, a sidebar lists tasks: 'Request Approval: Change of Scope', 'Initiate Institution Transfer Request' (highlighted), 'Mentor Invite - New Institution', 'Request Approval: Institutional Transfer' (marked as 'Cannot be modified'), and 'YIA Upload Files' (optional). A progress bar indicates '3 of 13 required tasks complete' and shows the last edit time as 'Jul 8 2021 02:18 PM (EDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons.

The main content area is titled 'Initiate Institution Transfer Request' and includes a 'Task instructions' section with a 'Hide' link. The instructions state: 'Institution Transfer requests must be initiated at least 60 days before the anticipated date of transfer. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place.'

The 'Institution Transfer Request' section contains a 'Draft saved' indicator and instructions: 'Complete the following steps for requesting an Institution Transfer.'

- (1) Fill out this form and click **Mark as Complete** at the bottom of the page. You may click **Save and Continue Editing** to save the information you have entered and complete the form at a later time.
- (2) Complete the **Mentor Invite - New Institution** task (see left navigation) to invite your mentor at your new institution to upload his/her letter of support and biosketch. Once your new mentor has completed this task, click **Mark as Complete**.
- (3) Complete the **Request Approval: Institution Transfer** task. It is important that you complete this step to notify Conquer Cancer of your request.


Below the instructions are two date input fields:

- Last Day at Previous Institution:** Jun 30 2021
- First Day at New Institution:** Jul 01 2021

You will also be required to upload the documents indicated as required (see next page). If there will be a change in your award budget at your new institution, you will be required to upload a Proposed Budget.

Institutional Letter of Support from New Institution (required)

Upload a letter written by the Department Chair or Dean at your new sponsoring institution that includes a statement confirming institutional support that will enable you to perform the proposed research. If your mentor is the Department Chair, the Institutional Letter of Support must come from the Dean. The letter must be signed and on official letterhead.


 Upload a file

Accepted formats: .pdf, .doc, .docx

New Mentorship Plan (required)

Upload a mentorship plan limited to two (2) typewritten, single-spaced pages, with one-inch margins, using an 11-point Arial font type. The mentorship plan must be jointly written and signed by you and your new mentor.


The mentorship plan must describe a systematic professional development plan for you as the mentee, including intended structure of the mentor/mentee interaction, the specific details on the skills that your new mentor will help you develop, and other academic career development activities (such as coursework, journal clubs, grant writing, manuscript preparation and one-on-one meetings) that will occur during conduct of your research project to help you develop the knowledge and skills necessary for a successful career in clinical oncology research.

 Upload a file

Accepted formats: .pdf, .doc, .docx

Final Expenditure Report (required)


Upload the final expenditure report from your current institution signed by an authorized official. This will inform Conquer Cancer the amount of remaining funds from your grant that will be transferred to your new institution and will be reflected in your new award agreement.

 Upload a file

Accepted formats: .pdf, .doc, .docx

Proposed Budget at New Institution (optional)

Upload your proposed budget at the new institution, if there are any budget changes on your grant. Your new budget should reflect the total remaining funds from your current institution.

 Upload a file

Accepted formats: .pdf, .doc, .docx

6. Once the form is completed, click **Mark as Complete** at the bottom of the page. You may click **Save & Continue Editing** if you wish to complete at a later time. The task icon will indicate a green circle with a check mark once the form is marked as complete.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

7. Click the **Mentor Invite – New Institution** task then click **Request a Recommendation** to invite your new mentor to complete a recommendation. This task will require your mentor to upload his biosketch and letter of support through a separate task which you will not have access to. *The Mentor Invite – New Institution task may be completed concurrently with the Initiate Institution Transfer Request task.*

← Back to application

[Young Investigator Award \(YIA\)](#)
2020YIA-4447306921
ID: 2020YIA-4447306921
(optional)

Request Approval: Change of Scope

Initiate Institution Transfer Request (optional)

Mentor Invite - New Institution

Request Approval: Institutional Transfer Cannot be modified

Mentor Invite - New Institution

Task instructions [Hide](#)

Please invite your mentor to complete this task. Use your mentor's preferred email address that is associated with their ASCO membership profile, otherwise, your mentor will not be able to see the task.


REQUEST A RECOMMENDATION

Recommendations You will not be able to review the contents of received recommendations.

MARK AS COMPLETE

8. Upon clicking Request Recommendation, a new window will open. Complete the form and click **Send Request**.

Send recommendation

 Task instructions [Hide](#)

Please invite your mentor to complete this task. Use your mentor's preferred email address that is associated with their ASCO membership profile, otherwise, your mentor will not be able to see the task.

First name

Last name

Email

Message

CANCEL

SEND REQUEST

9. Once your mentor has completed their recommendation, you will receive an email notification. Click the **Mentor Invite- New Institution** task and click **Mark as Complete**.

The screenshot displays a task management interface. On the left is a sidebar with a list of tasks for the 'Young Investigator Award (YIA) 2020YIA-4447306921'. The tasks are: 'Request (optional)' (checked), 'Request Approval: Change of Scope' (pending), 'Initiate Institution Transfer Request (optional)' (checked), 'Mentor Invite - New Institution' (active, highlighted with a green bar and a right arrow), 'Request Approval: Institutional Transfer' (pending), and 'YIA Upload Files (optional)' (pending). At the bottom of the sidebar, a progress bar shows '3 of 13 required tasks complete'.

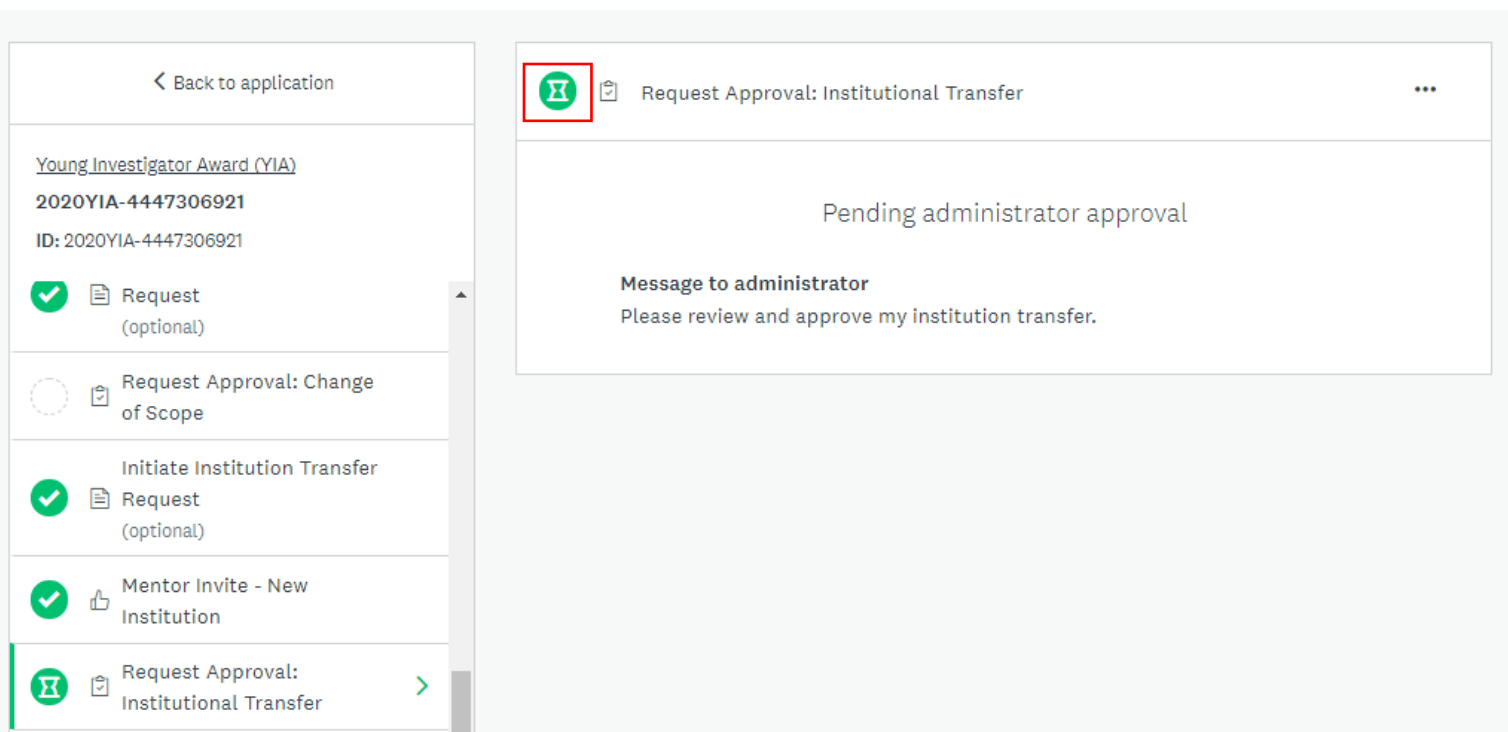
The main content area shows the details for the 'Mentor Invite - New Institution' task. It includes a title bar with a thumbs-up icon and a three-dot menu. Below is a section for 'Task instructions' with a 'Hide' link. The instructions state: 'Please invite your mentor to complete this task. Use your mentor's preferred email address that is associated with their ASCO membership profile, otherwise, your mentor will not be able to see the task.' Below the instructions is a 'Recommendations' section with a note: 'You will not be able to review the contents of received recommendations.' A table lists a recommendation from 'Dean Mentor' at 'dean.mentor@mailinator.com', which was 'Received: Jul 8 2021' and is marked as complete with a green checkmark. A 'MARK AS COMPLETE' button is located at the bottom right of the task details.

10. Once the Initiate Institution Transfer Request form and the Mentor Invite – New Institution forms have been marked as complete, click **Request Approval: Institution Transfer** located in your left navigation. Enter an optional message.

The screenshot displays a web application interface. On the left is a navigation menu with a 'Back to application' link at the top. Below it, the menu lists several tasks: 'Young Investigator Award (YIA)' with ID '2020YIA-4447306921' and 'ID: 2020YIA-4447306921'; 'Request (optional)' (checked); 'Request Approval: Change of Scope' (not checked); 'Initiate Institution Transfer Request (optional)' (checked); 'Mentor Invite - New Institution' (checked); 'Request Approval: Institutional Transfer' (not checked, highlighted with a green bar and a right arrow); and 'YIA Upload Files (optional)' (not checked). At the bottom of the menu, it says '4 of 13 required tasks complete' with a progress bar.

The main content area is titled 'Request Approval: Institutional Transfer'. It contains a section for 'Include a message for the program administrator (optional)'. Below this is a text input field containing the text 'Please review and approve my institution transfer.' At the bottom of this section is a green button labeled 'SUBMIT FOR APPROVAL'.
















11. Click **Submit for Approval**. This is an important step to complete in order to alert the Conquer Cancer Grants and Awards Team of your request. Once you have submitted your request for approval, the task icon will change from a hollow circle to an hourglass icon (see red box).



NOTICE OF REQUEST STATUS:

Conquer Cancer will review your request and mentor documents and may contact you for additional information if necessary. You will receive a system generated email from awards@mail.asco.org regarding the status of your request **within 10 business days** of your submission of the Request Approval form. Please add awards@mail.asco.org to your safe senders list and do not respond to it directly. For questions, please contact grants@conquer.org.

- If your request is **APPROVED**, please follow the steps below:
 - a. Conquer Cancer will send your new award agreement. Please submit the award agreement to your new institution for approval and signature.
 - b. The following two tasks will also be available on your task list – **Institutional Approver Invite – New Institution** and **Upload Signed Grant Agreement – New Institution**.

	 Initiate Institution Transfer Request (optional) Completed on: Jul 8 2021 03:37 PM (EDT)	
	 Mentor Invite - New Institution Completed on: Jul 8 2021 03:52 PM (EDT)	
	 Request Approval: Institutional Transfer Completed on: Jul 8 2021 04:10 PM (EDT)	
	 Institutional Approver Invite - New Institution	
	 Upload Signed Grant Agreement - New Institution	

- c. Click the **Institution Approver Invite – New Institution** task then click **Request a Recommendation** to invite your institutional approver to complete a recommendation. This task will require your institutional approver to provide standard institutional information and payment information through a separate task which you will not have access to.

← Back to application

👤 Institutional Approver Invite - New Institution
⋮

Young Investigator Award (YIA)
2020YIA-4447306921
 ID: 2020YIA-4447306921

- ✔ 📄 Request (optional)
- ✔ 👤 Mentor Invite - New Institution
- ✔ 📄 Request Approval: Institutional Transfer
- 👤 Institutional Approver Invite - New Institution ➤
- 📄 Upload Signed Grant Agreement - New Institution
- 📄 YIA Upload Files (optional)

5 of 15 required tasks complete

Last edited: Jul 8 2021 04:10 PM (EDT)

📘 Task instructions [Hide](#)

Please invite the institutional approver at your new institution to complete a recommendation. The recommendation task includes the Sponsoring Institution's standard information and payment information.

If your institutional approver is an ASCO member, make sure to use your institutional approver's preferred email address associated with their ASCO membership account otherwise this recommendation will not be available when they log in to the system.

To resend or withdraw your request, click on the ellipsis (...).

Once your institutional approver's recommendation is complete, you will receive a notification. Make sure to hit **Mark as Complete** on this task.

REQUEST A RECOMMENDATION

Recommendations
You will not be able to review the contents of received recommendations.

MARK AS COMPLETE

d. Upon clicking Request Recommendation, a new window will open. Complete the form and click **Send Request**.

Send recommendation

i Task instructions [Hide](#)

Please invite the institutional approver at your new institution to complete a recommendation. The recommendation task includes the Sponsoring Institution's standard information and payment information.

If your institutional approver is an ASCO member, make sure to use your institutional approver's preferred email address associated with their ASCO membership account otherwise this recommendation will not be available when they log in to the system.

To resend or withdraw your request, click on the ellipsis (...).

Once your institutional approver's recommendation is complete, you will receive a notification. Make sure to hit **Mark as Complete** on this task.

First name

Last name

Email

Message

- e. Once your institutional approver has completed their recommendation, you will receive an email notification. Click the **Institution Approver Invite – New Institution** task and click **Mark as Complete**.

[← Back to application](#)

Young Investigator Award (YIA)
2020YIA-4447306921
 ID: 2020YIA-4447306921

- ✔ Request (optional)
- ✔ Mentor Invite - New Institution
- ✔ Request Approval: Institutional Transfer
- ✔ Institutional Approver Invite - New Institution >
- Upload Signed Grant Agreement - New Institution
- YIA Upload Files (optional)

5 of 15 required tasks complete

Last edited: Jul 8 2021 04:20 PM (EDT)

REVIEW

SUBMIT

✔ Institutional Approver Invite - New Institution
⋮

i Task instructions [Hide](#)

Please invite the institutional approver at your new institution to complete a recommendation. The recommendation task includes the Sponsoring Institution's standard information and payment information.

If your institutional approver is an ASCO member, make sure to use your institutional approver's preferred email address associated with their ASCO membership account otherwise this recommendation will not be available when they log in to the system.

To resend or withdraw your request, click on the ellipsis (...).

Once your institutional approver's recommendation is complete, you will receive a notification. Make sure to hit **Mark as Complete** on this task.

Recommendations You will not be able to review the contents of received recommendations.

<p style="margin: 0;">Sonia Approver sonia.approver@mailinator.com</p>	✔	Received: Jul 8 2021	⋮
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MARK AS COMPLETE

- f. Click the **Upload Signed Agreement – New Institution** task. Click **Attach File** and upload your signed award agreement. Once the file is uploaded, click **Mark as Complete**.

The screenshot displays a web application interface. On the left is a sidebar with a list of tasks. The top task is 'Young Investigator Award (YIA)' with ID '2020YIA-4447306921'. Below it are four completed tasks, each with a green checkmark: 'Request (optional)', 'Mentor Invite - New Institution', 'Request Approval: Institutional Transfer', and 'Institutional Approver Invite - New Institution'. The bottom task, 'Upload Signed Grant Agreement - New Institution', is highlighted in yellow and has a right-pointing arrow. The main area on the right shows the details for this task. At the top, there is a title bar with a back arrow, an upload icon, the title 'Upload Signed Grant Agreement - New Institution', and a menu icon. Below the title bar is a large area with a grey upload icon and a green 'ATTACH FILE' button. A link 'Show accepted formats' is positioned below the button. At the bottom of this area, it says 'Maximum: 1' and a green 'MARK AS COMPLETE' button.

NOTE: All five tasks should be completed and each task icon should indicate a check mark.

The screenshot displays a user interface for managing a grant application. On the left, a sidebar contains a list of tasks, each with a green checkmark icon indicating completion. A red box highlights the first five tasks: 'Initiate Institution Transfer Request (optional)', 'Mentor Invite - New Institution', 'Request Approval: Institutional Transfer', 'Institutional Approver Invite - New Institution', and 'Upload Signed Grant Agreement - New Institution'. The top of the sidebar shows a 'Back to application' link and the grant details: 'Young Investigator Award (YIA)', '2020YIA-4447306921', and 'ID: 2020YIA-4447306921'. On the right, a detailed view of the 'Upload Signed Grant Agreement - New Institution' task is shown, indicating it was completed on Jul 8 2021 at 04:24 PM (EDT). Below this, a file named 'Award Impact Instructions' (Filename: tions.pdf, Added: Jul 8 2021) is listed. A 'Maximum: 1' label is visible at the bottom of the task details.

Conquer Cancer will review the signed agreement and will send the remaining funds to your new institution upon receipt of funds from your previous institution.

- **If your request needs RESUBMISSION:** On your task list, click the **Initiate Institution Transfer Request** task that you initially submitted (marked with a green circle with a check mark). Click the three dots on the right hand corner of the form. Click **Edit** to re-open the form and edit. **Do not click Reset as this will delete all data in the form.** Repeat steps 5 and 6 above to resubmit your request.

The screenshot displays a user interface for managing tasks. On the left is a task list for a 'Young Investigator Award (YIA)' with ID '2020YIA-4447306921'. The list includes tasks like 'IRB/IACUC Update #1', 'Initiate Change of Scope Request', 'Request Approval: Change of Scope', 'Initiate Institution Transfer Request' (highlighted with a red box), and 'Mentor Invite - New Institution'. The 'Initiate Institution Transfer Request' task is marked as completed with a green checkmark and has a right-pointing arrow. On the right, the details for this task are shown, including a completion date of 'Jul 8 2021 03:37 PM (EDT)'. A dropdown menu is open over the task details, showing options: 'Download', 'Reset', and 'Edit' (highlighted in yellow). The task instructions state: 'Institution Transfer requests must be initiated at least 60 days before the a transfer. Any transfer must be approved in writing by Conquer Cancer before takes place.' The main heading is 'Institution Transfer Request' and the instructions list three steps: (1) Fill out this form and click Mark as Complete at the bottom of the page. You may click Save and Continue Editing to save the information you have entered and complete the form at a later time. (2) Complete the Mentor Invite – New Institution task (see left navigation) to invite your mentor at your new institution to upload his/her letter of support and biosketch. Once your new mentor has completed this task, click Mark as Complete. (3) Complete the Request Approval: Institution Transfer task. It is important that you complete this step to notify Conquer Cancer of your request. Below the instructions, there is a section for 'Last Day at Previous Institution' with a date of 'Jun 30 2021'.

For questions, please contact grants@conquer.org.