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

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.

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.**
8. Upon clicking Request Recommendation, a new window will open. Complete the form and click **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.**
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.
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.
   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.
Institutional Approver Invite - New Institution

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

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

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.

For questions, please contact grants@conquer.org.