Recipient Instructions: Submitting a Change of Scope 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 Change of Scope Request** on your task list:
5. Complete the **Initiate Change of Scope Request** form:
NOTE TO RECIPIENTS OF MENTORED GRANTS: The form requires mentor signature/approval. Please follow the instructions on the form on how to add your mentor as a collaborator to provide access to the form. The instructions are also listed on the next page of this guide.
6. Once the form is completed and signed (for mentored grants), 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. After marking the Initiate Change of Scope Request form as complete, click **Request Approval: Change of Scope Request** located in your left navigation. This is an **important step** to complete in order to alert the Conquer Cancer Grants and Awards Team of your request.
8. Enter an optional message and click **Submit for Approval**.
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 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:
  • The Request Approval: Change of Scope task icon will change to a green circle with a check mark.

➢ If your request is REJECTED or RESUBMISSION is required, the Request Approval: Change of Scope task icon will switch back to a hollow circle:
• **IF RESUBMISSION IS REQUESTED:** On your task list, click the *Initiate Change of Scope Request* task 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 6-8 above.

• **IF REJECTED:** You will receive a follow-up email from Conquer Cancer.

*For questions, please contact* grants@conquer.org.