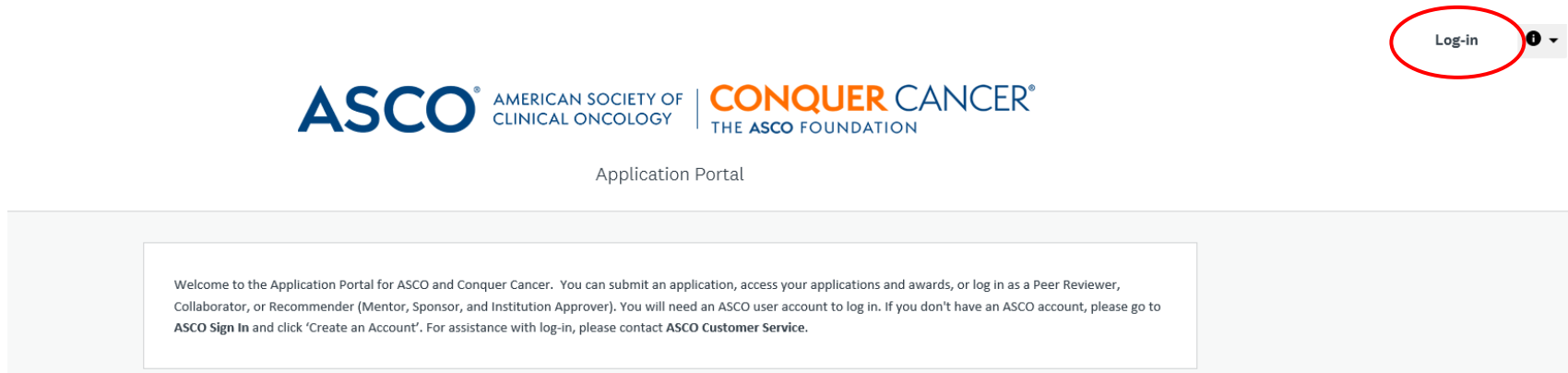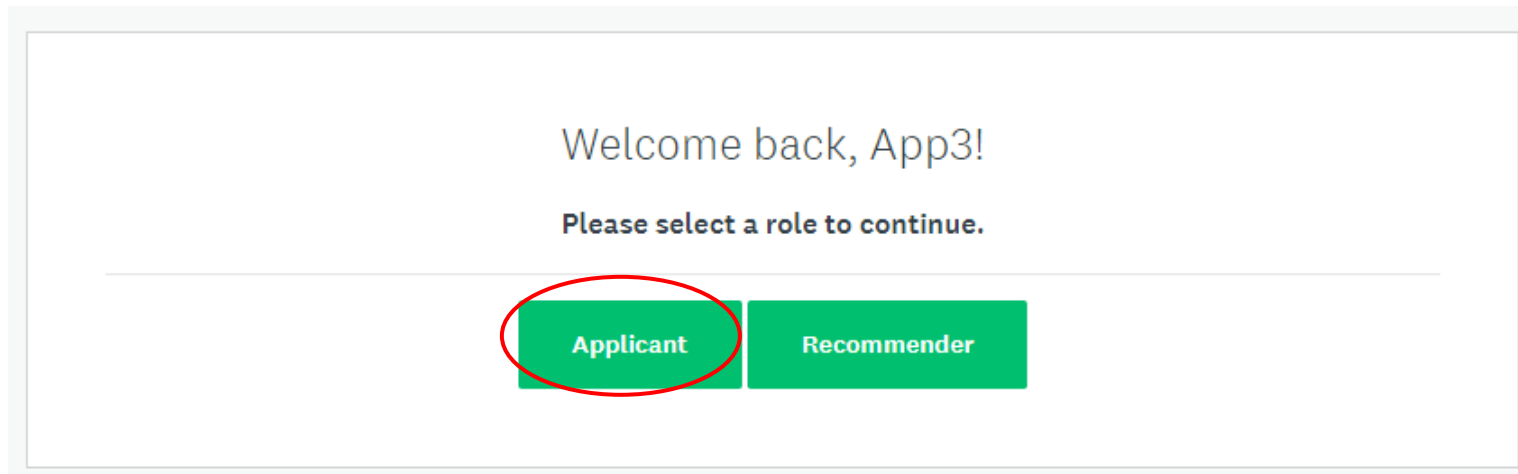# Recipient Instructions: Submitting a Change of Scope Request

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.

Updated 7.9.2021

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

○	📄 Initiate Change of Scope Request (optional)	>
○	📋 Request Approval: Change of Scope Cannot be started at this time	>
○	📄 Initiate Institution Transfer Request (optional)	>
○	📋 Request Approval: Institutional Transfer Cannot be started at this time	>
○	📄 YIA Upload Files (optional)	>

5. Complete the **Initiate Change of Scope Request** form:

< Back to application

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

Initiate Change of Scope
Request
(optional)

Request Approval: Change
of Scope
Cannot be modified

Initiate Institution Transfer
Request
(optional)

Request Approval:
Institutional Transfer
Cannot be modified

YIA Upload Files

3 of 12 required tasks complete

Last edited: Jul 8 2021 01:16 PM (EDT)

REVIEW   SUBMIT

Initiate Change of Scope Request

Task instructions Show

Change of Scope Request

Follow this two-step process to submit your request:

1. Complete all the fields below and click **Mark as Complete** at the bottom of the page to trigger the **Request Approval: Change of Scope** task.

2. Complete and submit the **Request Approval: Change of Scope** task (see left navigation) to notify Conquer Cancer of your request. It is important to complete this step.

Conquer Cancer will contact you if additional information is needed. You will receive a notice regarding the status of your request within 10 business days from submission of the Request Approval task.

Original Aim(s)/Methodology/Scope

Provide the original aim(s), methodology or scope approved by Conquer Cancer that you are requesting to change in this request.

Proposed Change(s)

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.

Mentor Approval

Mentor Signature

_____

Clear

Full Name   Date

SAVE & CONTINUE EDITING   MARK AS COMPLETE

Initiate Change of Scope Request   ···

ℹ Task instructions Hide

A change of scope requires prior written approval from Conquer Cancer before performing any changes to the research project. Conquer Cancer will approve or disapprove the request at its discretion.

Recipient:

Please fill out this form. Your mentor signature is required. To provide your mentor access to this form, you must add him/her as a collaborator. Click **Back to Application** in the left navigation, click **Add,** and follow instructions in the next window. It is highly encouraged to add your mentor after you have filled out the form.

Once the form is completed and signed by your mentor, click **Mark as Complete** at the bottom of the page. You may also click **Save and Continue Editing,** if you want to save a draft of the form and complete at a later time.

Mentor:

Please review the information provided by your mentee and sign at the bottom of the form. Then, click **Save and Continue Editing.** If the required fields in the form have not been completed yet, you may see error messages. Please disregard.

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 <u>important step</u> 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).

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

✓ 📄 Mid-Year Progress Update

✓ 📄 Mid-Year Expenditure Report

✓ 📄 YIA Mid-Year Project Timeline

◯ 📄 YIA Publication Form (optional)

✓ 📄 Initiate Rebudget Request #1 (optional)

◯ 📋 Request Approval: Rebudget #1

3 of 12 required tasks complete

Last edited: Jul 8 2021 02:01 PM (EDT)

REVIEW   SUBMIT

⌛ 📋 Request Approval: Change of Scope   ...

Pending administrator approval

Message to administrator
Please review and approve my change of scope request.

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:
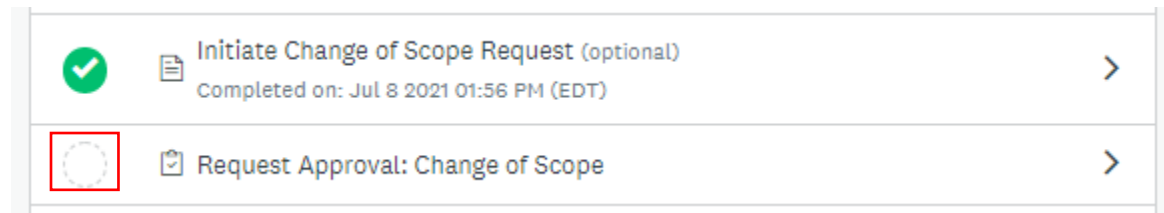
- **IF RESUBMISSON IS REQUESTED**: On your task list, click the **Initiate Change of Scope Request** task initially submitted (marked with a green circle with a check mark). Click the three dots on the right hand corner of the form. Click **Edit** to re-open the form and edit. **Do not click Reset as 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.