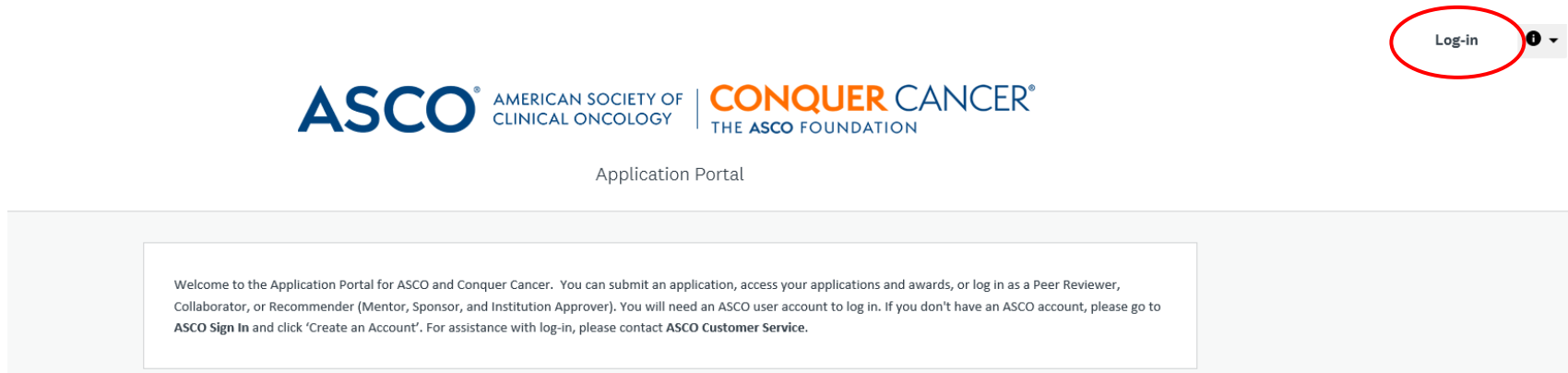
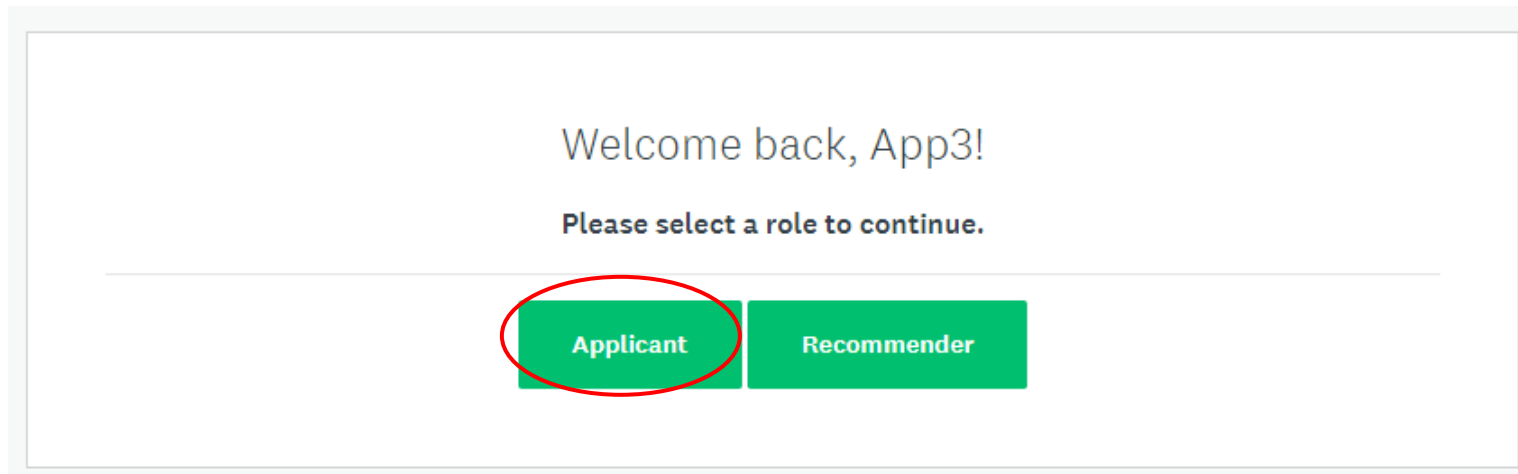


Recipient Instructions: Submitting a Change of Scope Request

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.

The screenshot shows a user interface for 'All Applications'. A specific application tile is highlighted, titled 'Young Investigator Award (YIA)' with the ID '2020YIA-4447306921'. Below the title is a progress bar indicating '3 of 10 required tasks complete'. A prominent green button labeled 'CONTINUE' is visible, along with a timestamp 'Last edited: Jul 8 2021 10:11 AM (EDT)'. A three-dot menu icon is located in the top right corner of the tile.

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

Full Name

Date

 **Initiate Change of Scope Request** ...

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.

SAVE & CONTINUE EDITING

MARK 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.

The screenshot displays a user interface for managing a Young Investigator Award (YIA). On the left, a navigation menu lists several tasks. The task 'Request Approval: Change of Scope' is highlighted with a red rectangular box. The main content area on the right shows the details for the 'Initiate Change of Scope Request' task, which is marked as completed. It includes task instructions, a recipient section, and a mentor section.

Left Navigation:

- Back to application
- Young Investigator Award (YIA)
2020YIA-4447306921
ID: 2020YIA-4447306921
- Initiate Change of Scope Request (optional) [Completed]
- Request Approval: Change of Scope** [Highlighted]
- Initiate Institution Transfer Request (optional)
- Request Approval: Institutional Transfer (Cannot be modified)
- YIA Upload Files (optional)

Task Progress: 3 of 12 required tasks complete

Last edited: Jul 8 2021 01:56 PM (EDT)

Task Details Panel:

Initiate Change of Scope Request
Completed Jul 8 2021 01:56 PM (EDT)

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.

Change of Scope Request

8. Enter an optional message and click **Submit for Approval**.

The screenshot shows a web application interface for requesting a change of scope approval. On the left is a sidebar with a navigation menu and a progress indicator. The main area on the right is titled "Request Approval: Change of Scope" and contains a text input field for a message to the program administrator and a "SUBMIT FOR APPROVAL" button.

Left Sidebar:

- Back to application
- Young Investigator Award (YIA)
2020YIA-4447306921
ID: 2020YIA-4447306921
- Initiate Change of Scope Request (optional) [Completed]
- Request Approval: Change of Scope** [Active]
- Initiate Institution Transfer Request (optional)
- Request Approval: Institutional Transfer (Cannot be modified)
- YIA Upload Files (optional)

Progress: 3 of 12 required tasks complete

Last edited: Jul 8 2021 01:56 PM (EDT)

Buttons: REVIEW, SUBMIT

Main Content Area:

Request Approval: Change of Scope

Include a message for the program administrator (optional)

Please review/approve my changes of scope request

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).

The screenshot displays a user interface for task management. On the left, a sidebar contains a list of tasks. The tasks are:

- Mid-Year Progress Update (checked)
- Mid-Year Expenditure Report (checked)
- YIA Mid-Year Project Timeline (checked)
- YIA Publication Form (optional) (hollow circle)
- Initiate Rebudget Request #1 (optional) (checked)
- Request Approval: Rebudget #1 (hollow circle)

Below the list, it indicates "3 of 12 required tasks complete" with a progress bar. At the bottom of the sidebar are "REVIEW" and "SUBMIT" buttons. The main area on the right shows the details for the selected task, "Request Approval: Change of Scope". The task icon, an hourglass, is highlighted with a red box. The status is "Pending administrator approval" and the message to the administrator is "Please review and approve my change of scope request."

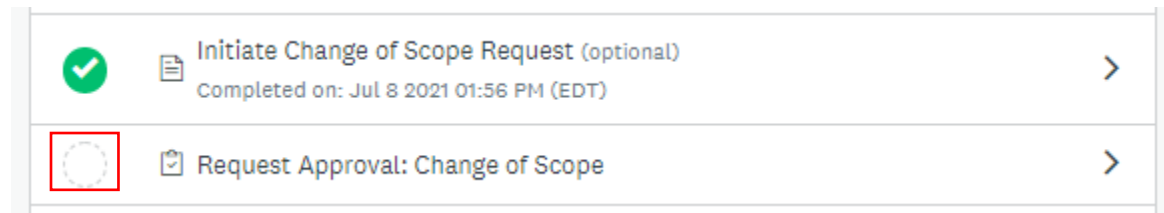
NOTICE OF REQUEST STATUS:

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 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.

The screenshot displays the application interface. On the left, a task list for 'Young Investigator Award (YIA) 2020YIA-4447306921' is shown. The task 'Initiate Change of Scope Request' is marked as complete with a green checkmark. On the right, the task details view is open, showing instructions for the recipient and mentor. A dropdown menu is open, highlighting the 'Edit' option.

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

For questions, please contact grants@conquer.org.