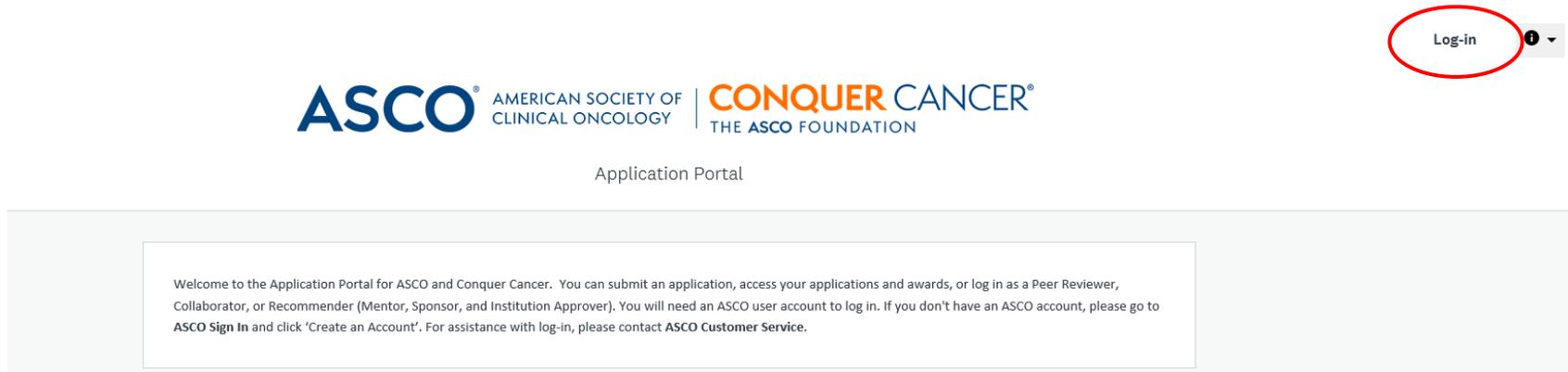
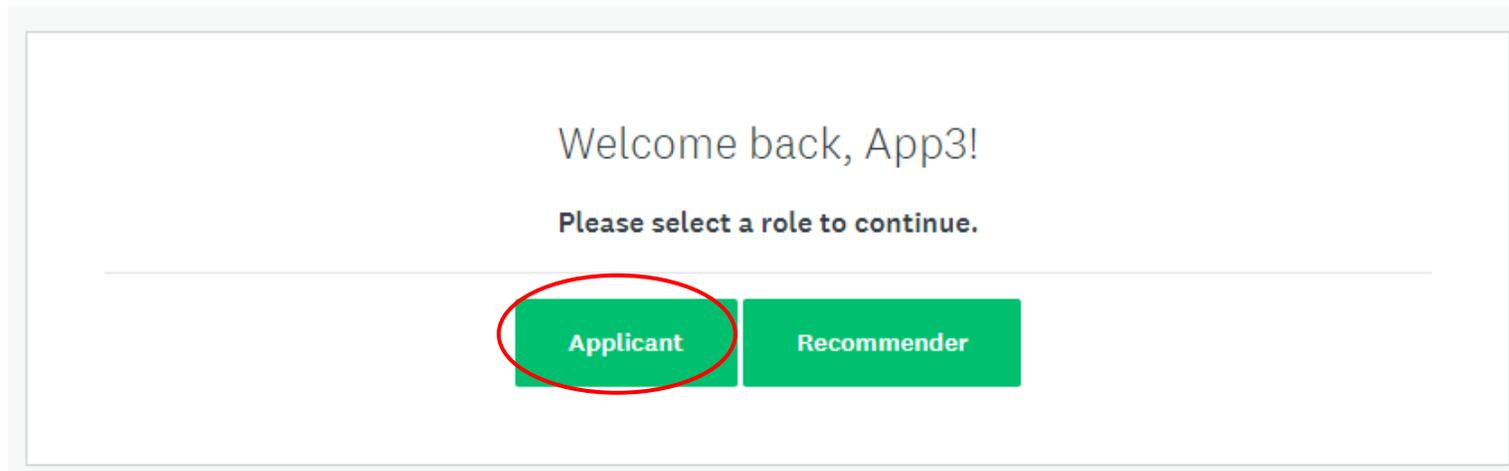


## Recipient Instructions: Submitting a No-Cost Extension (NCE) Request

1. Log in to the Conquer Cancer Application Portal ([awards.asco.org](https://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.

All Applications ▾

Young Investigator Award (YIA)  
**2020YIA-4447306921**

---

3 of 10 required tasks complete

**CONTINUE**

Last edited: Jul 8 2021 10:11 AM (EDT)

4. On the next page, you will find your list of tasks. Click **Initiate No-Cost Extension Request #1** (if this is your first request using the portal) otherwise select the NCE Request # available in your task list:

3 of 8 required tasks complete

Last edited: Jul 8 2021 12:50 PM (EDT)

**REVIEW** **SUBMIT**

**DB** Dominic Blackwell (Owner)  
Email: djb@mailinator.com

**Add collaborator**

Young Investigator Award (YIA) [Preview](#)

**2020YIA-4447306921**

**APPLICATION** **ACTIVITY**

Your tasks

- Mid-Year Progress Update  
Completed on: Dec 2 2020 12:09 PM (EST)
- Mid-Year Expenditure Report  
Completed on: Dec 2 2020 12:11 PM (EST)
- YIA Mid-Year Project Timeline  
Completed on: Dec 2 2020 12:12 PM (EST)
- YIA Publication Form (optional)  
Owner only task
- Initiate Rebudget Request #1 (optional)  
Completed on: Jul 8 2021 12:05 PM (EDT)
- Request Approval: Rebudget #1
- Initiate No-Cost Extension Request #1 (optional)**
- Request Approval: No-Cost Extension #1  
Cannot be started at this time | Owner only task

5. Complete the **Initiate No-Cost Extension Request Form**.

[Back to application](#)

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

- Initiate No-Cost Extension Request #1** (optional)
- Request Approval: No-Cost Extension #1 (cannot be modified)
- Initiate Rebudget Request #2 (optional)
- Request Approval: Rebudget #2 (cannot be modified)
- IRB/IACUC Update #1 (optional)

3 of 8 required tasks complete

Last edited: Jul 8 2021 12:50 PM (EDT)

**REVIEW** **SUBMIT**

Initiate No-Cost Extension Request #1

**Task instructions** [Hide](#)

Requests for No-cost Extension (NCE) must be made at least 90 days prior to the expiration of the award period. Requests received after the last day of the Award Period will not be accepted. Conquer Cancer only allows a six-month extension at a time for a maximum of three NCE requests, which will be approved or disapproved at its discretion.

### No-Cost Extension Request

Follow this two-step process to submit your request:

1. Complete this form and click **Mark as Complete** at the bottom of the page to trigger the **Request Approval: No Cost Extension #1** task.
2. Complete and submit the **Request Approval: No Cost Extension #1** 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.

Please note that if your NCE request is approved, you will be required to submit additional progress and expenditure reports at the end of the extension period.

**Are there any remaining funds associated with this grant?**

Yes

No

**Please provide justification for the extension requested. Requests may not be made for the sole purpose of spending any remaining funds on the grant. Upload additional justification if necessary.**

6. Once you have completed the form, 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 No-Cost Extension Request form as complete, click **Request Approval: No-Cost Extension #1** 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 grant application. On the left, a navigation pane shows a list of tasks: 'Initiate No-Cost Extension Request #1' (marked complete with a green checkmark), 'Request Approval: No-Cost Extension #1' (highlighted in yellow), 'Initiate Rebudget Request #2' (optional), 'Request Approval: Rebudget #2' (cannot be modified), and 'IRB/IACUC Update #1' (optional). A progress bar at the bottom of the navigation pane indicates '3 of 8 required tasks complete'. The main content area shows the details for the 'Initiate No-Cost Extension Request #1' task, which is marked as 'Completed Jul 8 2021 01:00 PM (EDT)'. It includes task instructions, a 'No-Cost Extension Request' section with a two-step process, and a question about remaining funds.

< Back to application

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

- Initiate No-Cost Extension Request #1 (optional) [Completed]
- Request Approval: No-Cost Extension #1
- Initiate Rebudget Request #2 (optional)
- Request Approval: Rebudget #2 (Cannot be modified)
- IRB/IACUC Update #1 (optional)

3 of 8 required tasks complete

Initiate No-Cost Extension Request #1  
Completed Jul 8 2021 01:00 PM (EDT)

Task instructions [Hide](#)

Requests for No-cost Extension (NCE) must be made at least 90 days prior to the expiration of the award period. Requests received after the last day of the Award Period will not be accepted. Conquer Cancer only allows a six-month extension at a time for a maximum of three NCE requests, which will be approved or disapproved at its discretion.

### No-Cost Extension Request

Follow this two-step process to submit your request:

1. Complete this form and click Mark as Complete at the bottom of the page to trigger the Request Approval: No Cost Extension #1 task.
2. Complete and submit the Request Approval: No Cost Extension #1 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.

Please note that if your NCE request is approved, you will be required to submit additional progress and expenditure reports at the end of the extension period.

Are there any remaining funds associated with this grant?

Yes

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

The screenshot displays a web application interface. On the left is a sidebar with a 'Back to application' link at the top. Below it, the application details are shown: 'Young Investigator Award (YIA)', '2020YIA-4447306921', and 'ID: 2020YIA-4447306921'. A list of tasks follows: 'Request Approval: Rebudget #1' (pending), 'Initiate No-Cost Extension Request #1 (optional)' (completed with a green checkmark), 'Request Approval: No-Cost Extension #1' (selected with a green bar and a right-pointing arrow), 'Initiate Rebudget Request #2 (optional)' (pending), and 'Request Approval: Rebudget #2 Cannot be modified' (pending). At the bottom of the sidebar, a progress bar indicates '3 of 8 required tasks complete'. The main content area on the right is titled 'Request Approval: No-Cost Extension #1'. It contains a text input field with the placeholder text 'Include a message for the program administrator (optional)'. The field contains the text 'Please review/approve my NCE request.'. Below the text field is a prominent green button labeled '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 managing tasks. On the left, a sidebar lists several tasks under the heading 'Young Investigator Award (YIA) 2020YIA-4447306921'. The tasks are: 'Rebudget #1', 'Initiate No-Cost Extension Request #1 (optional)', 'Request Approval: No-Cost Extension #1', 'Initiate Rebudget Request #2 (optional)', 'Request Approval: Rebudget #2 (Cannot be modified)', and 'IRB/IACUC Update #1'. A progress bar at the bottom indicates '3 of 8 required tasks complete'. The 'Request Approval: No-Cost Extension #1' task is highlighted with a green bar and a green hourglass icon. On the right, a detailed view of this task is shown, featuring a red box around the hourglass icon. The task title is 'Request Approval: No-Cost Extension #1'. Below the title, it states 'Pending administrator approval' and includes a message to the administrator: 'Message to administrator: Please review/approve my NCE 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](mailto: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](mailto:awards@mail.asco.org) to your safe senders list and do not respond to it directly. For questions, please contact [grants@conquer.org](mailto:grants@conquer.org).

➤ If your request is **APPROVED**:

- The Request Approval: No-Cost Extension task icon will change to a green circle with a check mark.

	 Initiate No-Cost Extension Request #1 (optional) Completed on: Jul 8 2021 01:00 PM (EDT)	>
	 Request Approval: No-Cost Extension #1 Completed on: Jul 8 2021 01:10 PM (EDT)	>

- A new instance of the NCE forms will be added to your task list.

	 Initiate No-Cost Extension Request #2 (optional)	>
	 Request Approval: No-Cost Extension #2 Cannot be started at this time   Owner only task	>

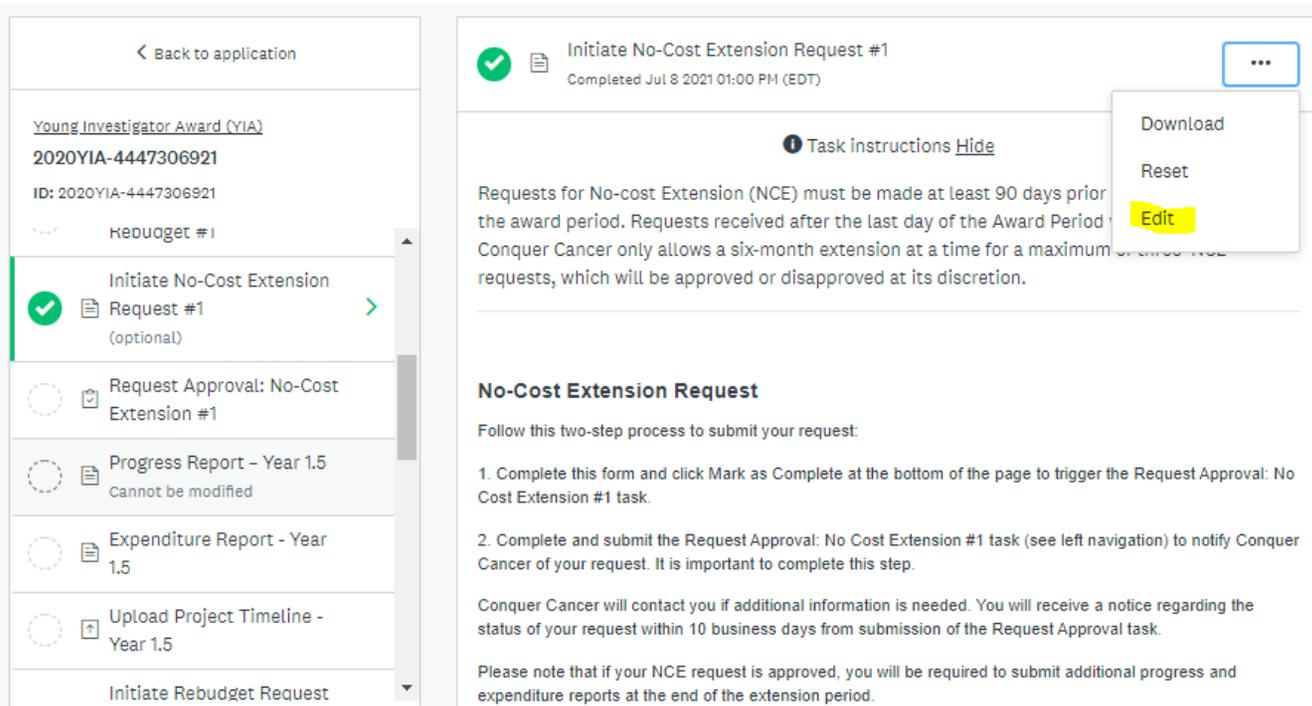
- Additional required reporting tasks will be added to your task list (sample below applies to a one-year grant).

	 <u>Progress Report - Year 1.5</u> <u>Cannot be started at this time</u>	>
	 Expenditure Report - Year 1.5	>
	 Upload Project Timeline - Year 1.5	>

- If your request is **REJECTED** or **RESUBMISSION** is required, the Request Approval: No-Cost Extension task icon will switch back to a hollow circle:



- **IF RESUBMISSION IS REQUESTED:** On your task list, click the **Initiate No-Cost Extension 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 must submit your final reports by the due date indicated in your award agreement (or email approval from a previous NCE requested) and arrange for the return of any remaining balance on your grant account.

*For questions, please contact [grants@conquer.org](mailto:grants@conquer.org).*