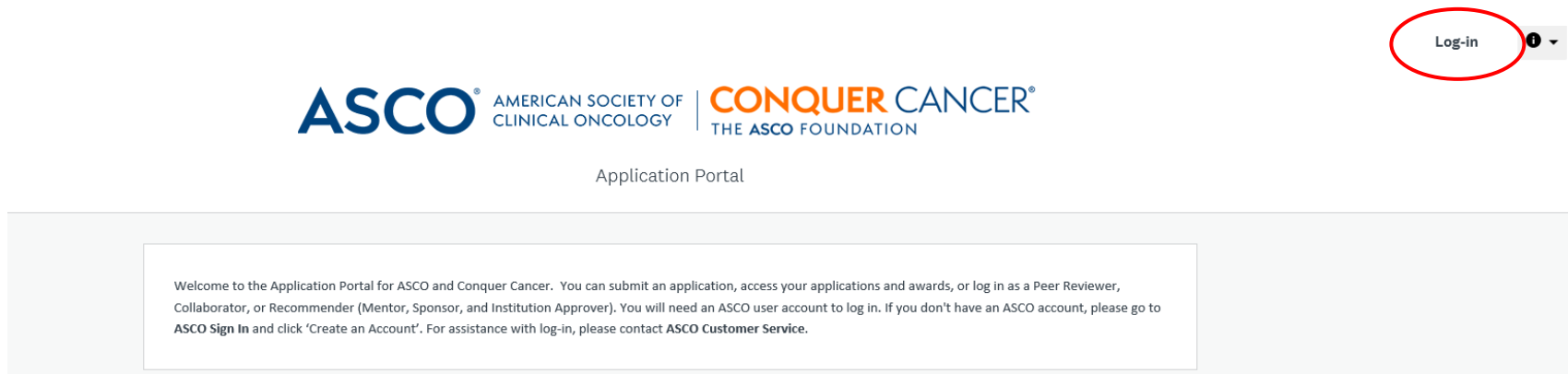
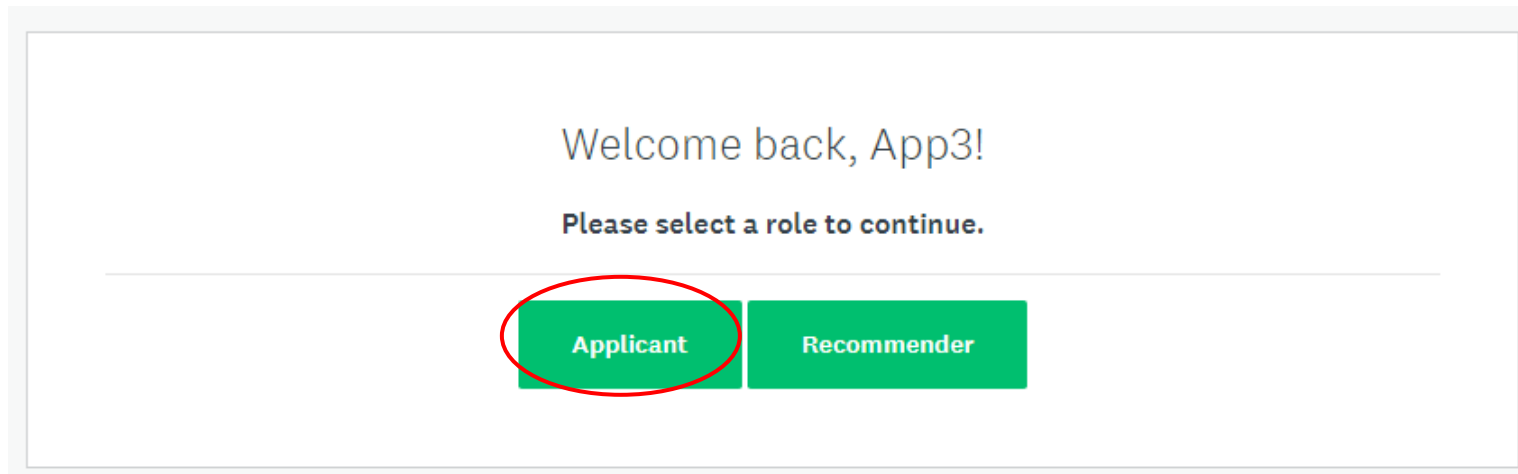


## Recipient Instructions: Submitting a Rebudget Request

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.

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 indicator showing '3 of 10 required tasks complete' with a corresponding progress bar. A prominent green button labeled 'CONTINUE' is visible, along with the text '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 Rebudget Request #1** (if this is your first request using the portal) otherwise select the Rebudget Request # available on your task list:

The screenshot shows a user interface for managing a Young Investigator Award (YIA) application. On the left, a progress bar indicates that 3 of 10 required tasks are complete. Below the progress bar, the user's name, Dominic Blackwell (Owner), and email address, Emaildjb@mailinator.com, are displayed. There are buttons for 'REVIEW' and 'SUBMIT', and an 'Add collaborator' button. The main content area shows the application details for '2020YIA-4447306921' with tabs for 'APPLICATION' and 'ACTIVITY'. Below this, a list of tasks is shown under the heading 'Your tasks'. The tasks are: '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), 'Progress Report - Year 1', 'Expenditure Report - Year 1', 'Upload Project Timeline - Year 1', 'Initiate Rebudget Request #1 (optional)' (highlighted in yellow), and 'Request Approval: Rebudget #1' (Cannot be started at this time).

3 of 10 required tasks complete

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

REVIEW SUBMIT

DB Dominic Blackwell (Owner)  
Emaildjb@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
- Progress Report - Year 1
- Expenditure Report - Year 1
- Upload Project Timeline - Year 1
- **Initiate Rebudget Request #1 (optional)**
- Request Approval: Rebudget #1  
Cannot be started at this time

The **Previously Approved Budget** section reflects your most recently approved budget from either your application budget or from your most recent approved rebudget request. See sample below. *NOTE: If your application was submitted via the previous grants portal or if your most recent rebudget request was approved via email, this section is empty if this is your first rebudget request in the Application Portal.*

### Previously Approved Budget

#### Direct Costs

Consortium/Contractual Costs:	
Consultant Costs:	
Equipment:	
Other Expenses:	1000
Patient Care Costs (Inpatient):	
Patient Care Costs (Out-patient):	
Personnel Costs:	40000
Subcontracts:	
Supplies:	5000
Travel:	1500

#### Indirect Costs

Indirect/Facilities and Administrative Costs:	2500
---	------

**Total Costs: 50000**

5. Under the **Proposed Budget** section, enter your proposed budget and the description of costs for each category (required). See sample below.

Proposed Budget		
Direct Costs		
	New Amount	Description of Costs (Required)
Consortium/Contractual Costs	<input type="text"/>	<input type="text"/>
Consultant Costs	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Other Expenses	<input type="text" value="7500"/>	<input type="text" value="Test description"/>

Patient Care Costs (Inpatient)	<input type="text"/>	
Patient Care Costs (Outpatient)	<input type="text"/>	
Personnel Costs	30000	Test description
Subcontracts	<input type="text"/>	
Supplies	8500	Test description
Travel	1500	Test description

Indirect Costs

	Totals	Description of Costs (Required)
Indirect/Facilities and Administrative Costs	2500	Test description

Indirect Total Costs

2500

Direct Total Costs Year 1

47500

Total Costs Year 1

50000

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**

[← Back to application](#)

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

(optional)

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

3 of 7 required tasks complete

Last edited: Jul 8 2021 12:05 PM (EDT)

**Initiate Rebudget Request #1** ...  
 Completed Jul 8 2021 12:05 PM (EDT)

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

Funds of up to 5% of the total yearly budget may be moved between budget categories or into new budget categories without prior written approval from Conquer Cancer. However, a justification of the budget variance(s) must be provided when submitting an Expenditure Report. If moving funds greater than 5% of the total yearly budget, a rebudget request must be submitted by completing this Initiate Rebudget Request task.

---

**Rebudget 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: Rebudget Request #1 task.
2. Complete and submit the Request Approval: Rebudget Request #1 task (see left navigation) to notify Conquer Cancer of your request. It is important to complete this step.

The Previously Approved Budget section reflects the most recent budget approved by Conquer Cancer. Under the Proposed Budget section, enter the new budget amounts in the appropriate categories and provide budget justification under "Description of Costs". The following budget limitations apply:

- **Total Award:** The grant amount is \$50,000 for one year. The budgeted amount must not exceed \$50,000.
- **Research Support:** At least \$46,000 should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Patient care costs that are reimbursable by a third-party payor are unallowable costs.
- **Travel:** Up to \$1,500 should be allotted specifically for travel to the Annual Meeting and for any other



7. After marking the Initiate Rebudget Request #1 form as complete, click **Request Approval: Rebudget #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 web application interface. On the left is a navigation sidebar with a 'Back to application' link at the top. Below it, the application title 'Young Investigator Award (YIA)' and ID '2020YIA-4447306921' are shown. A list of tasks follows: 'Initiate Rebudget Request #1 (optional)' (checked), 'Request Approval: Rebudget #1' (unchecked and highlighted in yellow), 'Initiate No-Cost Extension Request #1 (optional)' (checked), 'Request Approval: No-Cost Extension #1' (unchecked), and 'Initiate Rebudget Request #2 (optional)' (unchecked). A progress bar at the bottom of the sidebar indicates '3 of 8 required tasks complete'. The main content area on the right shows the details for the 'Initiate Rebudget Request #1' task, which is marked as 'Completed Jul 8 2021 12:05 PM (EDT)'. It includes a 'Task instructions Hide' section with text explaining that funds up to 5% of the total yearly budget can be moved between categories without prior approval, but a justification must be provided. Below this is a 'Rebudget Request' section with a two-step process: 1. Complete the form and click 'Mark as Complete' to trigger the 'Request Approval: Rebudget Request #1' task. 2. Complete and submit the 'Request Approval: Rebudget Request #1' task to notify Conquer Cancer. A note states that the 'Previously Approved Budget' section reflects the most recent budget approved by Conquer Cancer, and the 'Proposed Budget' section requires entering new budget amounts and providing justification under 'Description of Costs'. A list of budget limitations follows: Total Award: \$50,000 for one year; Research Support: At least \$46,000 for support costs like personnel salary and supplies.

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

The screenshot shows a web application interface for submitting a rebudget request. On the left is a sidebar with a list of tasks. The main area on the right is titled "Request Approval: Rebudget #1" and contains a text input field for a message to the program administrator, a "SUBMIT FOR APPROVAL" button, and a progress indicator at the bottom.

[Back to application](#)

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 7 required tasks complete

Last edited: Jul 8 2021 12:05 PM (EDT)

Request Approval: Rebudget #1

Include a message for the program administrator (optional)

Please review/approve my rebudget 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).

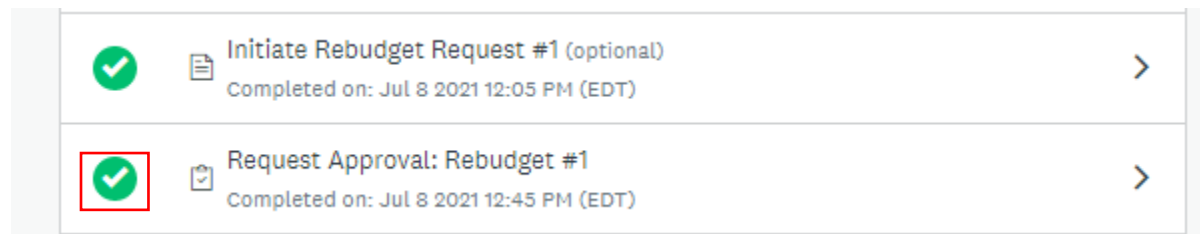
The screenshot displays a user interface for managing tasks. On the left, a sidebar contains a list of tasks for a 'Young Investigator Award (YIA)'. The tasks are: 'Mid-Year Progress Update' (checked), 'Mid-Year Expenditure Report' (checked), 'YIA Mid-Year Project Timeline' (checked), 'YIA Publication Form (optional)' (hollow circle), 'Initiate Rebudget Request #1 (optional)' (checked), and 'Request Approval: Rebudget #1' (hourglass icon, highlighted with a red box). Below the list, it shows '3 of 7 required tasks complete' with a progress bar and 'Last edited: Jul 8 2021 12:17 PM (EDT)'. At the bottom are 'REVIEW' and 'SUBMIT' buttons. On the right, a detailed view of the 'Request Approval: Rebudget #1' task is shown, featuring the hourglass icon in a red box, the title, and a message: 'Pending administrator approval' and 'Message to administrator: Please review/approve my rebudget request.'

## NOTICE OF REQUEST STATUS:

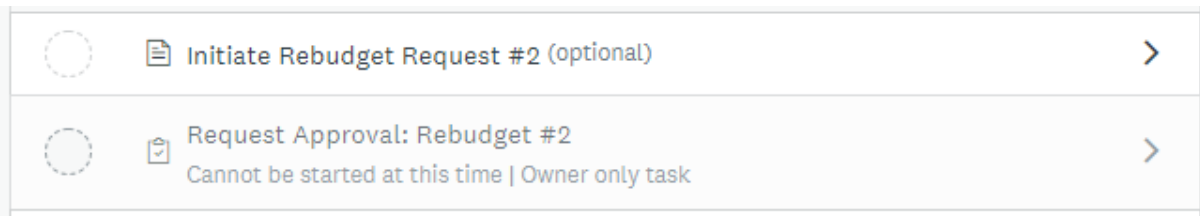
Conquer Cancer will review your request and may contact you for additional information if necessary. You will receive a system generated email from [awards@mail.asco.org](mailto:awards@mail.asco.org) regarding the status of your request **within 10 business days** of your submission of the Request Approval 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**:

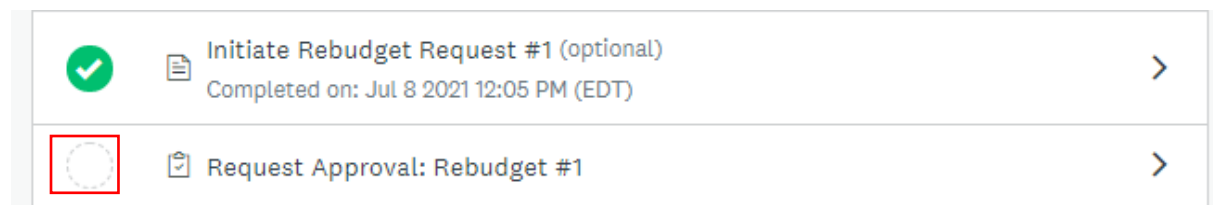
- The Request Approval: Rebudget #1 task icon will change to a green circle with a check mark.



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



### ➤ If your request is **REJECTED** or **RESUBMISSION** is required, the Request Approval: Rebudget #1 task icon will switch back to a hollow circle:



- **IF RESUBMISSION IS REQUESTED:** On your task list, click the **Initiate Rebudget Request #1** 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.

Back to application

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 8 required tasks complete

Initiate Rebudget Request #1  
Completed Jul 8 2021 12:05 PM (EDT)

Task instructions [Hide](#)

Funds of up to 5% of the total yearly budget may be moved between budget new budget categories without prior written approval from Conquer Cancer. justification of the budget variance(s) must be provided when submitting an expenditure report. If moving funds greater than 5% of the total yearly budget, a rebudget request must be submitted by completing this Initiate Rebudget Request task.

**Rebudget 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: Rebudget Request #1 task.
2. Complete and submit the Request Approval: Rebudget Request #1 task (see left navigation) to notify Conquer Cancer of your request. It is important to complete this step.

The Previously Approved Budget section reflects the most recent budget approved by Conquer Cancer. Under the Proposed Budget section, enter the new budget amounts in the appropriate categories and provide budget justification under "Description of Costs". The following budget limitations apply:

- Total Award: The grant amount is \$50,000 for one year. The budgeted amount must not exceed \$50,000.
- Research Support: At least \$46,000 should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Patient care costs that are reimbursable by a third-party pavor are unallowable costs.

- **IF REJECTED:** Your grant budget must be spent based on the most recently approved budget.

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