Recipient Instructions for Completing Mid-Year Reporting Tasks

1. Log in to the Conquer Cancer Application Portal (<u>awards.asco.org</u>) by clicking **Log-in** as shown below. Use your asco.org user name and password. For assistance with log-in, please contact <u>ASCO Customer Service</u>.

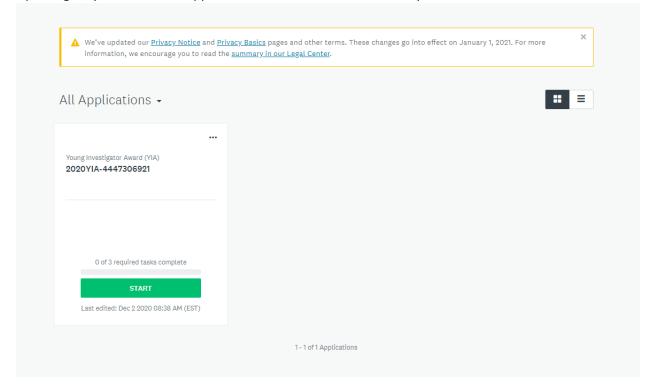




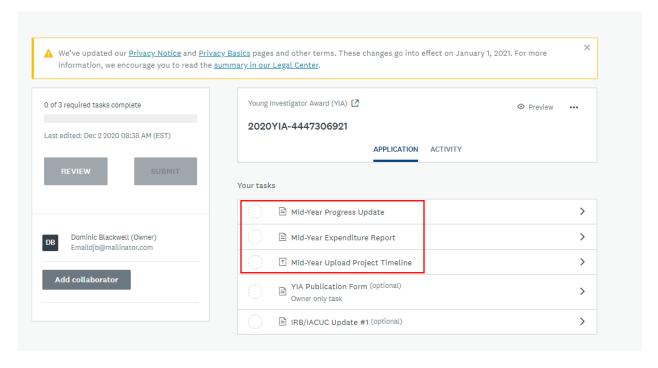
Application Portal

Welcome to the Application Portal for ASCO and Conquer Cancer. You can submit an application, access your applications and awards, or log in as a Peer Reviewer, Collaborator, or Recommender (Mentor, Sponsor, and Institution Approver). You will need an ASCO user account to log in. If you don't have an ASCO account, please go to ASCO Sign In and click 'Create an Account'. For assistance with log-in, please contact ASCO Customer Service.

2. Upon log-in, you will find an application associated with the award you received. Click Start.



- 3. On the next page, you will find the following tasks. You are required to complete the first three tasks (see below in red box). Click each task and follow the instructions on each form.
 - Mid-Year Progress Update (required)
 - Mid-Year Expenditure Report (required)
 - Mid-Year Upload Project Timeline (required)
 - Publication Form (optional)
 - IRB/IACUC Update #1 (required, if there is an update on your IRB or IACUC status)



NOTE: At the bottom of each page within the task, click **Mark as Complete** to complete or submit your task. Do not use the Submit button in the left navigation.

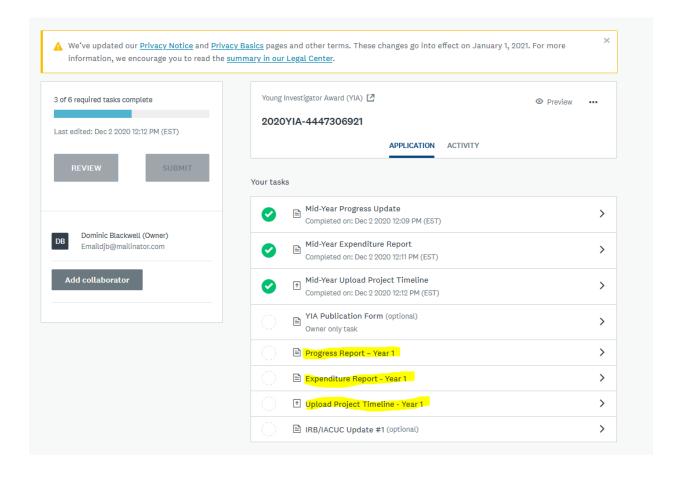
SAVE & CONTINUE EDITING

MARK AS COMPLETE

4. After completion of each task, a green icon with a check mark will appear corresponding to the task completed. In addition, the next reporting tasks (example highlighted in the screenshots below) will also be available on your tasks list. Please do not complete these tasks until they are due.

IMPORTANT: These tasks must be completed for this reporting period:

- Mid-Year Progress Update (required)
- Mid-Year Expenditure Report (required)
- Mid-Year Upload Project Timeline (required)



For questions, please contact grants@conquer.org. We look forward to receiving your reports!