

# International Development & Education Award (IDEA) and IDEA in Palliative Care (IDEA-PC)

2024 Request for Applications (RFA)  
**Application Deadline: October 2, 2023**

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## **ABOUT CONQUER CANCER**

Conquer Cancer funds research for every cancer, every patient, everywhere. Since 1984, its Grants & Awards program has awarded more than \$158 million through more than 2,600 grants and awards to improve cancer care and accelerate breakthroughs in clinical and translational oncology research. Conquer Cancer donors support vital programs needed to deliver the highest quality, equitable patient care and share a vision of a world where cancer is prevented or cured, and every survivor is healthy.

For more information, visit [CONQUER.ORG](https://www.conquer.org).

## Purpose

The International Development and Education Award (IDEA) provides support for early-career oncologists in developing countries and facilitates the sharing of knowledge between these oncologists and ASCO members. The program pairs IDEA Recipients with a leading ASCO member Mentor, and enables Recipients to attend the ASCO Annual Meeting, participate in a post-Meeting visit to their Mentor's institution, and develop long-term relationships to improve cancer care in their countries and inform ASCO programs in developing countries.

In addition, the International Development and Education Award in Palliative Care (IDEA-PC) provides medical education in palliative care, assists with career development, and helps establish strong relationships with leading members in the field of palliative care who serve as scientific Mentors to each recipient. IDEA and IDEA-PC Recipients are expected to share the knowledge and training they receive through the program with colleagues in their home countries once they return.

## Award

The Award will provide each Recipient with the following:

### ASCO Member Mentor

- An ASCO member in the U.S. or Canada who volunteers to serve as a mentor and is matched to an IDEA Recipient based on shared professional and scientific interests.
- The Mentor helps the Recipient navigate the Annual Meeting, hosts Recipient at their institution, and serves as a professional contact for Recipient after they return home.

### ASCO Annual Meeting

- Complimentary registration for the Annual Meeting, including attendance at one ticketed session of the Recipient's choice.
- Economy-class airfare to and from the Annual Meeting (arranged by ASCO).
- Hotel room charge and tax, up to 6 nights, during the Annual Meeting (arranged by ASCO).
- Per diem stipend for meals and ground transportation.

### Extended Tour Award (ETA)

- Economy-class airfare between the Annual Meeting and Mentor's institution (arranged by ASCO).
- Hotel room charge and tax, up to 4 nights, during the ETA (arranged by ASCO).
- Per diem stipend for meals and ground transportation.

### Other

- \$160 for expenses associated with obtaining a U.S. B1/B2 visa.
- \$100 for expenses associated with obtaining mandatory travel/medical insurance.
- Up to \$1,000 reimbursement for Recipients who must travel outside their country in order to obtain a U.S. visa.
- Three (3) years of complimentary membership with ASCO (subject to approval), which includes a subscription to the *Journal of Clinical Oncology*.

The Award is not intended to completely cover all travel or daily expenses during a Recipient's trip. For example, the Award does not cover medical care, taxes, gratuities (tips), phone calls, laundry, Internet service, in-room movies, etc. The Recipient is financially responsible for all expenses not explicitly covered by the IDEA and ETA Awards.

## Eligibility Criteria

Applicants must meet the following criteria in order to apply for the International Development and Education Award:

1. Applicants must have a current passport that does not expire before December 2024.
2. Applicants must be a current resident of a country classified by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income, and have limited resources to attend the ASCO Annual Meeting (see Page 13-14 for a list of countries).
3. As of June 1, 2024, applicants cannot have completed more than one academic year of “formal training” (for instance, attended medical school, participated in internships, fellowships, or residency programs) in a country classified by the World Bank as High-Income (see Page 13-14 for a list of countries).
4. Applicants must be a **Full Member** (including discounted international dues categories) or **Member in Training** member of ASCO; or willing to submit an application for ASCO membership in one of these categories as part of the IDEA application process:

**Full Member** – Available to experienced licensed physicians or other health professionals of any nation who devote a majority of their professional activity to cancer patient care and/or research or education in the biology, diagnosis, prevention or treatment of human cancer. **Note:** There is an **international discounted dues option** available to oncology physicians who reside in a nation classified by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income.

**Member in Training** – Available to health professionals having an MD, DO, PhD, PharmD, or other doctoral degree, who are participating in a subspecialty training program in oncology or another field that would lead to eligibility for Full Membership or Allied Physician/Doctoral Scientist.

Applicants whose ASCO membership is not active will be required to reactivate it prior to the application review and selection process.

**\*Note:** Applicants who are not already members of ASCO must submit a membership application in order to be considered for IDEA. Those applicants who are already members of ASCO should check to confirm their memberships are active and may be required to make a payment to reactivate their membership. New applicants will also be asked to make a payment to activate their ASCO membership in order to be considered during the IDEA review process. If you have concerns about making a payment to make your ASCO membership current, please contact ASCO staff at [idea@asco.org](mailto:idea@asco.org). Applicants who are selected for IDEA will receive three years of complimentary (free) membership dues.

5. Applicants cannot have previously received the IDEA award, IDEA-PC award or its predecessor, the International Travel Grant (ITG).
6. Applicants cannot have previously attended more than one ASCO meeting in the past five (5) years (including the Annual Meeting, GI Symposium, or GU Symposium).

7. Applicants should be **within than** ten years of graduating from their oncology program training. Therefore, applicants must have completed their oncology training in June 2014 or more recently.
8. Applicants must be fluent in English (both writing and speaking).
9. Must have demonstrated interest in palliative and supportive care into their institution. This may be shown by attending courses on the topic, participating in related clinical activities, published articles, etc. *(IDEA-PC Applicants Only)*

Applicants are not required to submit an abstract for the 2024 ASCO Annual Meeting. However, reviewers are still interested to know who plans to submit an abstract. This question is included within the application; please add whether it is your intention to submit an abstract for the 2024 ASCO Annual Meeting. Applicants may request that the abstract submission fee be waived by sending an email to [idea@asco.org](mailto:idea@asco.org).

#### **Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)**

The IDEA Award is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Applications, any grant award is contingent on Conquer Cancer's ability to transfer grant funds to the sponsoring institution and/or individual(s) and support the research project to be conducted by the applicant in compliance with all applicable legal requirements. Conquer Cancer will not accept applications from, and/or make grant awards to, certain foreign sponsoring institutions or individuals if Conquer Cancer is prohibited from doing so under U.S. sanctions laws, or if Conquer Cancer would be required to obtain a license from the Office of Foreign Assets Control or Department of Commerce to make such grants. If it is impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, the grant will not be awarded to the sponsoring institution and/or individual. If, after payment of the first installment of a grant award, it becomes impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, then Conquer Cancer shall have no obligation to pay additional installments of the grant award. It is the responsibility of the sponsoring institution and the applicant to provide Conquer Cancer with the information or lawful means that permit Conquer Cancer to transfer the grant funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:

- <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

**The ASCO IDEA Steering Group reserves the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials.**

**Key Dates**

- July 1, 2023 ..... IDEA application period opens
- October 2, 2023 ..... Deadline to submit IDEA application (11:59 PM Eastern Time)
- December 2023 ..... Finalists contacted by members of IDEA Steering Group
- January 2024 ..... All applicants notified of status (*begin process for U.S. visa*)
- January (after notification) ..... Deadline to accept/decline IDEA
- Late February ..... Mentor/recipient matches announced
- April 1 ..... Deadline for recipients to arrange U.S./Canadian visas
- May 31 ..... IDEA recipients arrive in U.S.
- June 2 ..... IDEA Program Orientation
- June 3 ..... Leadership Workshop for IDEA Recipients
- June 3-June 7 ..... 2024 ASCO Annual Meeting (Chicago, Illinois)
- June 8-10 ..... Extended Tour Award – visit Mentor’s institution (U.S./Canada)

## Application Details

All applications must be submitted in accordance with the requirements and instructions of this Request for Applications (RFA). All application materials must be in English and must be submitted online through the Conquer Cancer Application Portal ([awards.asco.org](https://awards.asco.org)).

The full application must be submitted by **11:59 PM Eastern Time on Monday, October 2, 2023**.  
**No late applications will be accepted.**

### 2024 IDEA and IDEA-PC Application

The 2024 IDEA application includes the following mandatory components (see a detailed description of each component beginning on Page 7):

- A. Applicant Information
  - a. Contact Information, Institution, Professional Interests
- B. Additional Applicant Information
  - a. Previous experience, English fluency, and funding access
- C. Personal Statement
- D. Biographical Sketch
- E. Senior Oncologist Letter of Recommendation
- F. Institutional Approval

#### **A. Applicant Information**

This information is pulled directly from the applicant's ASCO membership profile. If changes need to be made to your information, visit [profile.asco.org](https://profile.asco.org). Make sure that your profile has the most up-to-date information before beginning an application. Changes made to the your profile are not saved in real-time but will be reflected on this form before submitting the full application.

1. Name
2. Degree
3. Institution
4. Address
5. Member ID
6. Do you have a medical degree?
7. Do you have a full-time faculty appointment (this includes the Instructor position)?
8. Academic Rank
9. Subspecialty Training
10. Field of Clinical Training
11. Field of Research Training

**B. Additional Applicant Information**

Please add the following personal and professional details:

1. Nationality/Citizenship
2. Current Primary Activity (In Training, Practicing, or Research)
3. Primary Specialty/Disease Site Focus
4. English Proficiency Level
5. Current Research Funding (*if applicable*)
6. Attendance at past ASCO meetings (*if applicable*)
7. Information about planned Abstract submission for ASCO's 2024 Annual Meeting (if applicable)
8. Application to the IDEA program in previous years
9. IDEA Marketing

**C. Biographical Sketch (Upload)**

In this section, click the [link](#) to download a template for your biographical sketch. Please keep your biosketch to a maximum of 5 pages. You will need to enter information about your Education/Training and Work Information. If you have no published articles, you may enter "N/A" in Section B. If you have no research experience, you may enter "N/A" in Section C. If you have not attended or lectured at any conferences, you may enter "N/A" in Section D. If you are not involved with any professional societies, such as your local or national oncology society, you may enter "N/A" in Section E.

If you have recently filled out a biosketch form for an US National Institutes of Health (NIH) grant proposal, please feel free to use that form in place of this one.

After you have finished filling out this form, save it on your computer as a PDF and **upload** it to the online Application Portal.

Please note: To download the template, your pop-up blocker must be disabled. You can also find the templates on the [asco.org/idea](https://asco.org/idea) page.

**D. Personal Statement (Upload)**

In this section, click the [link](#) to download a template for your personal statement. Your Personal Statement must be written in English and be a maximum of two (2) type-written pages, using standard margins, Arial font type, size 11. This statement must be your original thoughts and words and provide as many details as possible. The Personal Statement is your opportunity to explain why the review committee should select you for the award. You can write your statement in a Word document, convert it to a PDF, and **upload** your personal statement to the online Application Portal.

The Personal Statement includes the following required sections:

1. **Background** – Provide an overview of your oncology background and a description of oncology in your region of the world.
2. **Specific Objectives** – State concisely and realistically how attending the Annual Meeting and being mentored by an ASCO member at a cancer center in the United States or Canada will impact your work and oncology in your country/region. List specific objectives that you wish to accomplish while participating in the program.
3. **Future Plans** – Dissemination of the knowledge you gain is an important element of the IDEA program. State how you will apply what you learn during the Annual Meeting and the time spent

with your mentor at a U.S./Canadian cancer center. Provide examples of lectures, meetings, and any other future plans you will carry out after returning to your home country.

4. **Mentor** – Please indicate with a YES or NO if you currently have a mentor in a high-income country and provide a brief comment/description.

**E. Senior Oncologist Letter of Recommendation (Upload)**

In this section, click the [link](#) to download a template for your Letter of Recommendation. You must identify a Senior Oncologist who is willing to submit a letter of recommendation in support of your participation in the IDEA program. It is preferable, but not required, that your Senior Oncologist is an ASCO member, and that they resides in the same country as you. Please select someone who has known you for several years, is familiar with the quality of your work, and understands the importance of your attendance at the ASCO Annual Meeting (as it relates to your institution, your patients, and your country).

- You may choose a past IDEA recipient to serve as your Senior Oncologist.
- If you are currently enrolled in an oncology training program, the Director of your Training Program **must** approve the Letter of Recommendation.

Provide the Letter of Recommendation form to your Senior Oncologist. Your Senior Oncologist **must** use this form for your letter of recommendation. The form addresses the relationship between the applicant and Senior Oncologist, how the applicant compares to their colleagues, how participation in the IDEA program will impact the applicant, and the opportunities the applicant will have to disseminate the information learned upon returning home.

After the Senior Oncologist has completed the form, they should print and sign the form and give it back to you. You will also need to have your Program Director print and sign the form (if applicable). After obtaining the signature(s), you will need to scan the signed form, save it on your computer as a PDF, and upload it to the online Application Portal.

Please note: To download the link, your pop-up blocker must be disabled. You can also find the templates on the [asco.org/idea](https://asco.org/idea) page.

**F. Institutional Approval (Upload)**

In this section, click the [link](#) to download a template that will be completed by your Institutional Approver (for example, the Chair of your Department, or the Director of your Institution). This person must affirm that all information included in the application is accurate and true to the best of their knowledge; and that, if selected, the applicant has the support of the institution to participate in the IDEA program.

Provide the Institutional Approval form to the person who will serve as your Institutional Approver. After the Institutional Approver has completed the form, they should print and sign the form and give it back to you. You will need to scan the signed form, save it on your computer as a PDF, and upload it to the online application portal.

Please note: To download the link, your pop-up blocker must be disabled. You can also find the templates on the [asco.org/idea](https://asco.org/idea) page.



After all sections of the application have been completed, you will have an opportunity to review the entire application. On the left navigation, click “Review” to review or “Submit” to submit the application. Once you are completely satisfied with your application, you must click the “Submit” button. The “Submit” button will appear only after all sections of the application have been completed.

To download a copy of the application, click “My Applications”. Click the ellipsis (...) on the specific application and click “Download”. On the next screen, select the desired options and click “Download”. A new tab will open. Once the download is ready, click “Download”. The application will be downloaded as a zip file.

In order to be considered, applications must be complete and submitted prior to **11:59 PM Eastern Time, Monday, October 2, 2023.**

### Selection Process

Every completed application is reviewed and graded by the IDEA Steering Group, which consists of 14-16 ASCO member volunteers from around the world. Graders will carefully review the CV to make sure the applicant meets the eligibility criteria, specifically noting whether the applicant has fewer than 10 years of experience in oncology; assess how important receiving the IDEA award would be for the applicant's career development; and evaluate the applicant's accomplishments as an indicator of future potential.

Graders will also review the personal essays, taking into consideration the applicant's objectives for attending the Annual Meeting and receiving the Extended Tour Award (ETA), as well as the applicant's stated plan for sharing the knowledge gained upon returning home.

Finally, graders will assess the overall quality of the application, considering factors such as the recommendation letter submitted by the applicant's Senior Oncologist, level of English proficiency, the level of need for this award in order to attend the Annual Meeting (i.e., lack of access to other funding), and whether the applicant submitted an abstract for the ASCO Annual Meeting.

In order to ensure diverse representation among the recipients, the Steering Group may also take other factors into consideration, including oncologic specialty, primary activity (researchers vs. practitioners), and country or region.

Depending on funding availability, approximately 30 finalists will be selected. In late-December/early January, each finalist will be called by a member of the IDEA Steering Group in order to assess whether the finalist is still interested in participating in the IDEA program, to find out whether the finalist has experienced any changes in their personal or professional life which may affect their ability to participate in the program, and to assess the finalist's ability to speak and comprehend English. The group of Recipients will be finalized after calls have been placed.

### Award Notification

All applicants will be notified of their selection status in **January 2024**. The applicants selected to receive the Award will have approximately one (1) week to decide whether they will accept or decline the Award. In the event a Recipient declines the Award, an alternate will be contacted and offered the Award. All Award decisions are communicated via email and are final.

## Terms & Conditions

Applicants chosen to receive the International Development and Education Award must accept and comply with the following terms and conditions:

### Passport / Visa Information

- Each Recipient must possess a passport that is valid at the time of anticipated travel, and remain valid for 6 months after entering the United States. If the passport has an expiration date before **December 1, 2024**, the Recipient must renew the passport before applying for a U.S. visa, and is responsible for paying any fees associated with renewing the passport.
- Each Recipient will begin the process of applying for a U.S. visitor (B1/B2) visa immediately upon receiving the IDEA Award. For more information on the visa application process, visit the U.S. State Department website (<https://travel.state.gov/content/travel/en/us-visas.html>) or contact the nearest United States Embassy or Consulate. ASCO is not responsible for providing visa assistance for travelers (e.g., a spouse or child) who are accompanying the Recipient to the United States.
- For Recipients who need to apply for a U.S. visitor (B1/B2) visa, ASCO will reimburse \$160 USD to defray the expense of obtaining a U.S. visa. This amount is not intended to cover the full expense of obtaining a U.S. visa. The \$160 reimbursement will be included in the Recipient's per diem stipend and is contingent upon successful participation in the IDEA program.
- For Recipients who must travel outside of their country in order to obtain a U.S. visa, ASCO will reimburse up to \$1,000 USD toward the cost of airfare, ground transportation, hotel, and meals. Recipients must provide all original receipts at the time of the Annual Meeting in order to obtain reimbursement, which is contingent upon successful participation in the IDEA program.
- It is the responsibility of the Recipient to find out whether any transit visas are required to travel through other countries on the way to the United States, and for obtaining those visas. The Recipient must notify ASCO if a transit visa is required.
- If a U.S. visitor (B1/B2) visa has not been obtained by April 1, 2024, the Recipient must contact ASCO immediately. ASCO will evaluate whether the Recipient's participation in the IDEA program should be postponed.
- Although ASCO will try to accommodate any award winner who is unable to attend the ASCO Annual Meeting, ASCO cannot guarantee the award funds will be available after the year that the award was won.

### Travel, Hotel, and Per Diem (Daily) Stipend

- ASCO will arrange economy-class airline tickets for all Recipients through ASCO's official travel agency. ASCO is not responsible for making arrangements for travelers (e.g., a spouse or child) who are accompanying the Recipient to the United States.
- A Recipient who wants to cancel their participation in the IDEA program, or change their travel itinerary, must contact ASCO at least 30 days prior to the Recipient's scheduled departure. The

Recipient is financially responsible for any costs associated with changing or canceling the travel arrangements less than 30 days before departure, unless the change is the result of a true emergency (e.g., death or serious injury or illness of the Recipient or an immediate family member).

- The IDEA Award is not intended to completely cover all travel or daily expenses during a Recipient's travel. For example, the Award does not cover medical care, or taxes. All incidentals (room service, telephone, laundry, movies, etc.) will be paid for by the Recipient. The Recipient is financially responsible for all travel, living, and related expenses not covered as part of the IDEA program described here.
- The per diem stipend is intended to cover:
  - Food/meals purchased while participating in the IDEA program (some meals will be provided at events) and during the ETA.
  - Ground transportation to and from the airport in the Recipient's home country and while in the United States.
  - Medical Travel Insurance is strongly recommended, and each Recipient will receive funds to reimburse them for their purchase of medical travel insurance. ASCO does not take responsibility for any medical care needed during the IDEA program.

### Required Participation and Reports/Survey

- IDEA Recipients are required to communicate with their Mentors prior to departure for the United States. Recipients are also encouraged to maintain contact with Mentors following their experience.
- IDEA Recipients are required to attend all IDEA-related events during the Annual Meeting.
- IDEA Recipients are required to submit requested evaluations of the IDEA program and provide information on professional activities. A questionnaire will be sent to Recipients one (1) month following the Annual Meeting, another questionnaire will be sent to Recipients one (1) year later, and a third questionnaire will be sent to Recipients five (5) years after they received the award.
- Recipients are strongly encouraged to participate in any activities/reunions of IDEA alumni and to maintain contact with ASCO.

### Other

- U.S. law requires ASCO to ask Recipients to confirm that they do not employ, transact with, provide services to, or otherwise deal with individuals or organizations that are sanctioned by the United States Department of Treasury's Office of Foreign Asset Control (OFAC), or with any persons known to it.
- Each Recipient must provide the name of a person (for example, a spouse or parent) whom ASCO can contact in case of emergency while the Recipient is in the United States.

**World Bank List of Countries Classified as Low-Income, Lower-Middle-Income, and Upper-Middle Income**

If your country is not listed below, you do not meet the criteria for the International Development and Education Award, and you may not apply for the 2024 IDEA or IDEA-PC program. (Below list as of 7.1.23)

**Low-Income Countries**

Afghanistan	Ethiopia	Malawi	South Sudan
Burkina Faso	Gambia, The	Mali	Sudan
Burundi	Guinea	Mozambique	Syrian Arab Republic
Central African Rep.	Guinea-Bissau	Niger	Togo
Chad	Korea, Dem. Rep.	Rwanda	Uganda
Congo, Dem. Rep.	Liberia	Sierra Leone	Yemen
Eritrea	Madagascar	Somalia	Zambia

**Lower-Middle-Income Countries**

Angola	El Salvador	Mauritania	Senegal
Algeria	Eswatini	Micronesia, Fed. Sts.	Solomon Islands
Bangladesh	Ghana	Moldova	Sri Lanka
Benin	Haiti	Mongolia	Tanzania
Bhutan	Honduras	Morocco	Tajikistan
Bolivia	India	Myanmar	Timor-Leste
Cabo Verde	Indonesia	Nepal	Tunisia
Cambodia	Iran	Nicaragua	Ukraine
Cameroon	Kenya	Nigeria	Uzbekistan
Comoros	Kiribati	Pakistan	Vanuatu
Congo, Rep.	Kyrgyz Republic	Papua New Guinea	Vietnam
Côte d'Ivoire	Lao PDR	Philippines	West Bank and Gaza
Djibouti	Lebanon	Samoa	Zimbabwe
Egypt, Arab Rep.	Lesotho	São Tomé and Príncipe	

**Upper-Middle-Income Countries**

Albania	Cuba	Kazakhstan	Peru
American Samoa	Dominica	Kosovo	Russian Federation
Argentina	Dominican Republic	Libya	Serbia
Armenia	Ecuador	Malaysia	South Africa
Azerbaijan	Equatorial Guinea	Maldives	St. Lucia
Belarus	Fiji	Marshall Islands	St. Vincent & the Grenadines
Belize	Gabon	Mauritius	Suriname
Bosnia and Herzegovina	Georgia	Mexico	Thailand
Botswana	Grenada	Moldova	Tonga
Brazil	Guatemala	Montenegro	Turkey
Bulgaria	Guyana	Namibia	Turkmenistan
China	Iraq	North Macedonia	Tuvalu
Colombia	Jamaica	Palau	Venezuela, RB
Costa Rica	Jordan.	Paraguay	

**World Bank List of Countries Classified As High-Income**

If you have completed more than one academic year of “formal training” (for instance, attended medical school, participated in internships, fellowships, or residency programs) in a country listed below, you do not meet the criteria for the International Development and Education Award, and you may not apply for the 2024 IDEA or IDEA-PC program.

Andorra	Gibraltar	Oman
Antigua and Barbuda	Greece	Panama
Aruba	Greenland	Poland
Australia	Guam	Portugal
Austria	Hong Kong SAR, China	Puerto Rico
Bahamas, The	Hungary	Qatar
Bahrain	Iceland	Romania
Barbados	Ireland	San Marino
Belgium	Isle of Man	Saudi Arabia
Bermuda	Israel	Seychelles
British Virgin Islands	Italy	Singapore
Brunei Darussalam	Japan	Sint Maarten (Dutch part)
Canada	Korea, Rep.	Slovak Republic
Cayman Islands	Kuwait	Slovenia
Channel Islands	Latvia	Spain
Chile	Liechtenstein	St. Kitts and Nevis
Croatia	Lithuania	St. Martin (French part)
Curaçao	Luxembourg	Sweden
Cyprus	Macao SAR, China	Switzerland
Czech Republic	Malta	Taiwan, China
Denmark	Monaco	Trinidad and Tobago
Estonia	Nauru	Turks and Caicos Islands
Faroe Islands	Netherlands	United Arab Emirates
Finland	New Caledonia	United Kingdom
France	New Zealand	United States
French Polynesia	Northern Mariana Islands	Uruguay
Germany	Norway	Virgin Islands (U.S.)

## Appendix A. Helpful Tips for Using the Application Portal

### Getting Started

To access the application portal, go to <https://asco.smapply.io>

- *If you have an existing ASCO account*, use your ASCO credentials to log into the application portal. If you are having issues logging in, click the “Need Help?” link in the “Log-in” page.
- *If you do not have an ASCO account*, go to [awards.asco.org](https://awards.asco.org) and click “Log-in” in the top right corner of the screen. On the next screen, click “Create Account” and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application*, once logged into the application portal, click “View Programs”, select the program “International Development and Education Award”, and click “Apply”.
- **NOTE:** Make sure that your ASCO membership profile has the most up-to-date information before beginning an application

### Completing the Eligibility Quiz

You will first be asked to complete an eligibility quiz. Once you have answered each question, click “Mark as Complete” at the bottom of the page. You will then receive an email to confirm your eligibility. If you are eligible, you will automatically have access to the full application. The different application tasks will appear in the left navigation. If you have any questions regarding eligibility, contact [idea@asco.org](mailto:idea@asco.org).

### Navigating the Application

- Click the task(s) in the left navigation to start working on your application.
- Click “Save and Continue Editing” at the bottom of the page as you go through the application.
- When finished with a particular task (e.g., Project Information), click “Mark as Complete” at the bottom of the page to validate task completion.
- If you need to edit a task after it has been Marked as Complete, click the ellipsis (...) on the top right corner of the task as shown below. Select “Edit” to reopen the form.
  - **IMPORTANT!** Do NOT click “Reset” as this will delete previously entered data!

The screenshot shows a task card titled "Applicant Information Form" with a green checkmark icon and a document icon. Below the title, it says "Completed Jul 23 2021 02:08 PM (EDT)". To the right of the card is a three-dot menu icon. A dropdown menu is open, showing three options: "Download", "Reset", and "Edit". Below the card, the text reads: "Applicant Information", "The information below is pulled directly from your ASCO profile. If you need to make any changes to your profile information, visit [profile.asco.org](https://profile.asco.org). Changes made to your profile do not save in this form and will be reflected before submission of your full application.", "Please make sure that your profile has the most up-to-date information before you submit your full application.", "Upon completing this form, click Mark as Complete at the bottom of the page.", and "First Name".

## Uploading a Document

- Click “Show accepted formats” to determine the file formats accepted. Documents should not be password protected.
- Documents must follow the file naming convention and requirements for page limits, margins, and fonts (see individual application sections for details). If any document you uploaded does not meet the specific criteria, Conquer Cancer will return your application.
- To upload a document, click “Attach File” and select the file to be uploaded.
- To edit a file name, click the ellipsis (...) next to the file name as shown below. Select “Edit” and enter the new file name based on the file naming convention.
- To remove or replace an uploaded document, click the ellipsis (...) next to the file name as shown below. Select “Remove” then click “Attach File”.
- NOTE: You may need to clear your browser’s cache to make sure you are able to view the reuploaded document.

ATTACH FILE

pdf

The screenshot shows a file upload interface. At the top, there is a green button labeled "ATTACH FILE". Below it, the text "pdf" is displayed. A file entry is shown with a document icon, the filename "2022\_IDEA\_Biosketch\_Sarchet", and the text "Filename: Sarchet.pdf Added: Jul 23 2021". To the right of the filename is a three-dot menu icon. A context menu is open, listing the options: "Edit", "Preview", "Remove", and "Download".