Memorial Researcher Tools & Resources

Quick Tip: How to Withdraw an Application

Overview

Withdrawing an application allows a researcher to remove the application from workflow, while keeping a record of that application in the Researcher Portal. Applications may only be withdrawn when they are under Applications: Drafts or Applications: Requiring Attention.

Once an application is *under review* (Department or Faculty Level or with RGCS, MI Finance and Contracts Office, HREA, ICEHR, Grenfell REB or Animal Care), it <u>cannot</u> be withdrawn using the steps below. In these cases, the researcher would need to contact the appropriate administrative office directly to withdraw the application:

For ethics applications:

- Health Research Ethics Authority (HREA) 709-777-6974, info@hrea.ca
- Interdisciplinary Committee on Ethics in Human Research (ICEHR) 709-864-2561, icehr@mun.ca
- Grenfell Campus Research Ethics Board (GCREB) 709-639-7596, gcethics@grenfell.mun.ca
- The Institutional Animal Care Committee (IACC) 709-777-6620, acs@mun.ca

For awards applications:

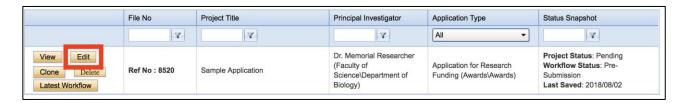
- RIS: RIS Workflow Coordinator, 709-864-3805, RISworkflow@mun.ca
- Marine Institute: Steve Moyse, 709-778-0354, Steve.Moyse@mi.mun.ca

Once an application is withdrawn using the steps below, that application will remain under Applications: Withdrawn in the Researcher Portal unless the application is deleted by the researcher.

How to Withdraw an Application

Find the application you wish to withdraw under *Applications: Drafts* or under *Applications: Requiring Attention*.

Click on the Edit button next to the application you wish to withdraw. This opens the file in edit mode.



At the top of the screen, a Withdraw button will appear if the application is able to be withdrawn.



Click Withdraw.

A Work Flow Action window will appear.

Type a simple message in the Comments field and click Submit.



The application will be withdrawn and can be located under *Applications: Withdrawn*.

In addition to being able to be viewed, withdrawn applications may be cloned by the researcher (if they wish to use the content as the basis for a new application), or they may be deleted by the researcher (if they no longer wish to have this file in the Researcher Portal—this is a permanent deletion of the file).

