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 Applications may only be withdrawn when they are under Signing Authority review (Department or Faculty Level). Once the application has moved to “ORS Review” (either with RGCS or the MI Finance and Contracts Office), it cannot be withdrawn using the steps below, and the researcher would need to contact that office directly to withdraw the application.

Once an application is withdrawn using the steps below, that application will remain under Applications: Withdrawn in the Researcher Portal unless the application is deleted by the researcher.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

NOTE: Only applications undergoing Department or Faculty Signing Authority Review may be withdrawn.

Click on the View button next to the application you wish to withdraw. The opens in view-only 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At the top of the screen, a Withdraw button will appear if the application is able to be withdrawn.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The application will be withdrawn and can be located under Applications: Withdrawn.

Withdrawn applications may be cloned by the researcher (if they wish to use the content as the basis for a new application), or they may be deleted by the researcher (if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).