



# 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 Applications may only be withdrawn when they are under **Applications: Drafts** or **Applications: Requiring Attention**.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or Faculty Level or with RGCS, MI Finance and Contracts Office, HREA, ICEHR, Grenfell REB or Animal Care), it cannot be withdrawn using the steps below.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Once an application is withdrawn using the steps below, that application will remain under **Applications: Withdrawn** in the Researcher Portal unless the application is deleted by the researcher.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.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	All	<input type="text" value=""/>
<div style="display: flex; flex-wrap: wrap; gap: 5px;"> <span>View</span> <span style="border: 2px solid red; padding: 2px;">Edit</span> <span>Clone</span> <span>Delete</span> <span>Latest Workflow</span> </div>	Ref No : 8520	Sample Application	Dr. Memorial Researcher (Faculty of Science/Department of Biology)	Application for Research Funding (Awards/Awards)	<b>Project Status:</b> Pending <b>Workflow Status:</b> Pre-Submission <b>Last Saved:</b> 2018/08/02

At the top of the screen, a Withdraw button will appear if the application is able to be withdrawn.

**Application Ref No:** 8520    **Project Title:** Sample Application  
**Project Work Flow State:** Pre-Submission

**Title \*:**

Click Withdraw.

A Work Flow Action window will appear.

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

**Work Flow Action**

**Comments:**

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).

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text" value=""/> ▼	<input type="text" value=""/> ▼	<input type="text" value=""/> ▼	All ▼	<input type="text" value=""/> ▼
<input type="button" value="View"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Latest Workflow"/>	Ref No : 8520	Sample Application	Dr. Memorial Researcher (Faculty of Science\Department of Biology)	Application for Research Funding (Awards\Awards)	<b>Project Status:</b> Pending <b>Workflow Status:</b> Withdrawn