

### Withdrawing or Deleting a Pre-Award Application

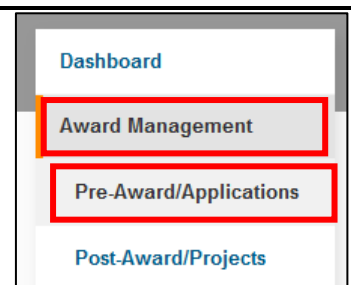
**Purpose:** While an application is In preparation, it can be deleted by the Principal Investigator. Once submitted for approvals, the record cannot be deleted. In some circumstances, a PI may want to withdraw their RMS application. This can be done anytime before the application has the status Submitted to Agency. Once submitted to the agency, the application cannot be withdrawn. A withdrawn application will remain in the system to view only.

**Audience:** Principal Investigators

To withdraw an application:

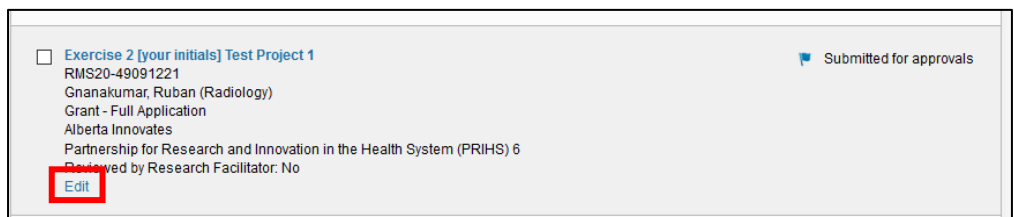
**Step 1:**

From the Dashboard, click **Award Management > Pre-Award/Applications**.



**Step 2:**

Locate the record you want to withdraw and click **Edit** to open.



**Step 3:**

Click **Save & Progress**.

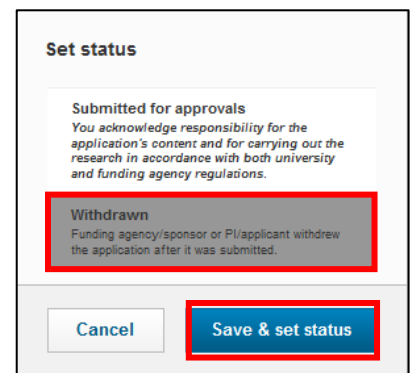


**Step 4:**

Select **Withdrawn** and then click **Save & set status**.

**Note: An application cannot be “reactivated” once it is withdrawn. The contents of it will be visible in a read-only format.**

**Note: A Designate nor Team Member cannot withdraw an application, this can only be done by the person listed as the Principal Investigator on the record.**





# Withdrawing or Deleting a Pre-Award Application

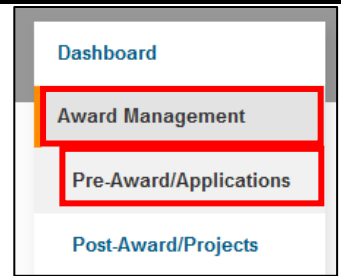
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## Quick Reference Guide

To delete an application:

**Step 1:**

From the Dashboard, click **Award Management > Pre-Award/Applications**



**Step 2:**

Locate the record you want to delete.

**Note: Only a record In preparation can be deleted.**

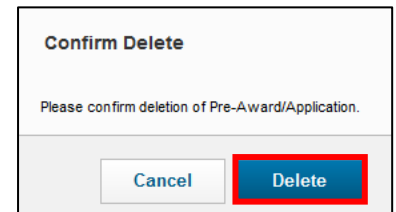


**Step 3:**

Click **Delete**.

**Step 4:**

Confirm by clicking **Delete**.



**Note: Once deleted, the record will no longer be accessible in the system.**

**Note: A designate can delete an In preparation application where their designee is the PI.**