Withdrawing or Deleting a Pre-Award Application

Purpose:	While an application is <u>In preparation</u>, it can be deleted by the Principal Investigator. Once approved, the record cannot be deleted.
	In some circumstances, a PI may want to withdraw their RMS application. This can be done anytime between <u>Submitted for approvals</u> and before the application has the status <u>Approved for Submission</u> or <u>Submitted to Agency</u>. After this point, the application cannot be withdrawn by the PI. A withdrawn application will remain in the system to view only.
Audience:	Principal Investigators

The process is nearly identical for withdrawing/deleting an Application and Letter of Intent. Differences are identified in each step.

| *If the status of your application is:*	*Go to this part of the document:*	*End result:*
In preparation	Part 1	Deleted record
Submitted for approvals (option 1)	Part 2	Withdrawn record
Submitted for approvals (option 2)	Part 3	Deleted record
Pending PI information (for approvals)	Part 4	Deleted record
For intake by Research Services	Part 2	Withdrawn record
For review by Research Services	Part 2	Withdrawn record
For institutional approval (RSO)	Part 2	Withdrawn record

If the status of your LOI is:	*Go to this part of the document:*	*End result:*
In preparation	Part 1	Deleted record
Submit for internal approvals	Part 2 (steps 6-8 only)	Withdrawn record
Pending PI information	Part 4	Deleted record
For intake by Research Services	Part 2 (steps 6-8 only)	Withdrawn record
Under review by Research Services	Part 2 (steps 6-8 only)	Withdrawn record
Approved for submission to agency	Part 2 (steps 6-8 only)	Withdrawn record

Part 1:

Step 1:

From the Dashboard, click **Award Management** > **Pre-Award/Applications** (or Pre-Award/Letter of intent to delete LOI).
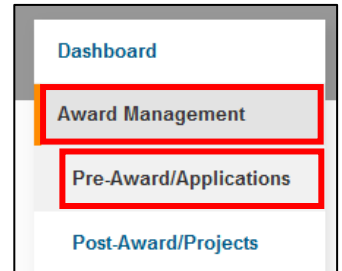
Step 2:

Locate the record you want to delete.
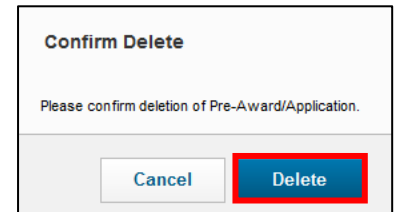
Note: Only a record In preparation can be deleted.

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.

Part 2:

Step 1:

PI informs RSO (via email) that they want to withdraw a pre-award and that they require RSO to fill out the mandatory fields in the Notice of Decision tab.

Step 2:

RSO logs into RMS.

Step 3:

RSO opens the record to the Notice of Decision tab to fill out the mandatory fields.

- Set NOD outcome to **No - funding not awarded**
- Decision date to **today's date**

⚑ Approved for submission   ⋯ Admin Info ▾

| Key Information * | Approvals & Comments | Award Management | Notice of Decision ▾ |

Notice of Decision

This tab records the outcome of the Letter of Intent. If successful, details from the Notice of Decision are recorded here, and will be copied t area of RMS once status is 'Invited to Full Application'.

Notice of Decision outcome

No - funding not awarded   ▾

Decision date ❓

2020/12/14   ▦

Step 4:

Click **Save** and then click **Cancel.**

Cancel   Save   Save & Progress

Step 5:

RSO informs the PI that they have filled out the mandatory fields in the NOD tab.

Step 6:

PI logs into RMS and locates the record to withdraw. Click **Edit** to open.

Test approval Ck
RMS20-61185847
Gnanakumar, Ruban (Radiology)
Grant - Full Application
Alberta Conservation Association
ACA Research Grant 2021/22
Reviewed by Research Facilitator: No
Edit

Step 7:
Click **Save & Progress**.

| Cancel | Save | Save & Progress |

Step 8:
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 <u>cannot</u> withdraw an application, this can only be done by the person listed as the Principal Investigator on the record.

Set status

Submitted for approvals
You acknowledge responsibility for the application's content and for carrying out the research in accordance with both university and funding agency regulations.

Withdrawn
Funding agency/sponsor or PI/applicant withdrew the application after it was submitted.

| Cancel | Save & set status |

Part 3:

Step 1:

PI informs the current approver (via email or other means) they wish to withdraw the application. The approver notified must be the person or persons who is listed as Pending Approval on the Approvals & Comments tab, not someone who has already approved or who is queued for approval. The PI can complete steps 2-4 if they are the person waiting to approve the record (pending approval).

Academic & Institutional Approvals

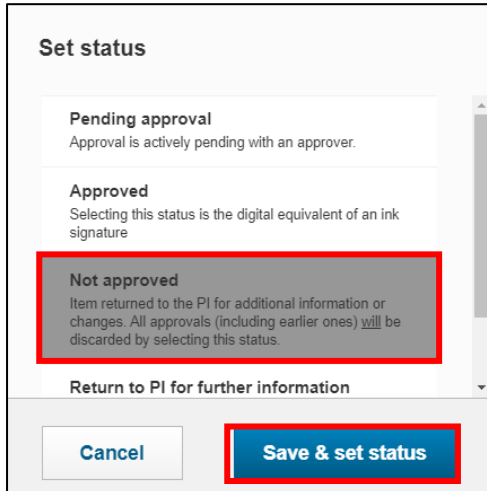| Description	Status
Approval by PI	Pending approval
Approval by Department Head / Equivalent	Queued for approval
Approval by Associate Dean (Research)	Queued for approval

Step 2:

Approver opens the record as if to approve it. Click Save & Progress.

Cancel   Save   **Save & Progress**

Step 3:

Select Not Approved. Then click Save & set status.

Set status

Pending approval
Approval is actively pending with an approver.

Approved
Selecting this status is the digital equivalent of an ink signature

Not approved
Item returned to the PI for additional information or changes. All approvals (including earlier ones) will be discarded by selecting this status.

Return to PI for further information

Cancel   **Save & set status**

Step 4:

The PI can now delete the record. Follow steps in Part 1.

Part 4:

Step 1:
From the Dashboard, click **Award Management** > **Pre-Award/Applications** (or Pre-Award/Letter of intent to withdraw an LOI).

Step 2:
Locate the record you want to withdraw.

> **Test approval Ck**
> RMS20-61185847
> Gnanakumar, Ruban (Radiology)
> Grant - Full Application
> Alberta Conservation Association
> ACA Research Grant 2021/22
> Reviewed by Research Facilitator: No
> Edit

Step 3:
Click **Edit**.

Step 4:
Click **Save & Progress**.

Cancel | Save | Save & Progress

Step 5:
Select **Submitted for approvals** and then click **Save & set status.**

Set status

Submitted for approvals
You acknowledge responsibility for the application's content and for carrying out the research in accordance with both university and funding agency regulations.

Pending PI Information (for approvals)
Additional information required from the PI/applicant by an approver.

Cancel | Save & set status

Step 6:
PI can now withdraw the record. Follow **Steps 1-8** in **Part 2**.