

RAMP - Research Administration Management Portal

How to Withdraw or Discard an Agreement

Withdraw

Security Role(s): This activity is only available to the PI or Primary Contact.

Use the "Withdraw activity" to remove an agreement or amendment from the workflow. This activity is only available when the agreement record has advanced beyond the "pre-submission" state. If the agreement is in the "pre-Submission state, please see "discard" below. Completing this activity will return the agreement to the Pre-Submission state and the Submit activity will become available again (for when the record is ready to be resubmitted into the workflow). Potential reasons to withdraw an agreement include change in the scope or nature of the project, changing the agreement type, sponsor communication indicating the need for delay, etc. This list is not exhaustive.

Discard

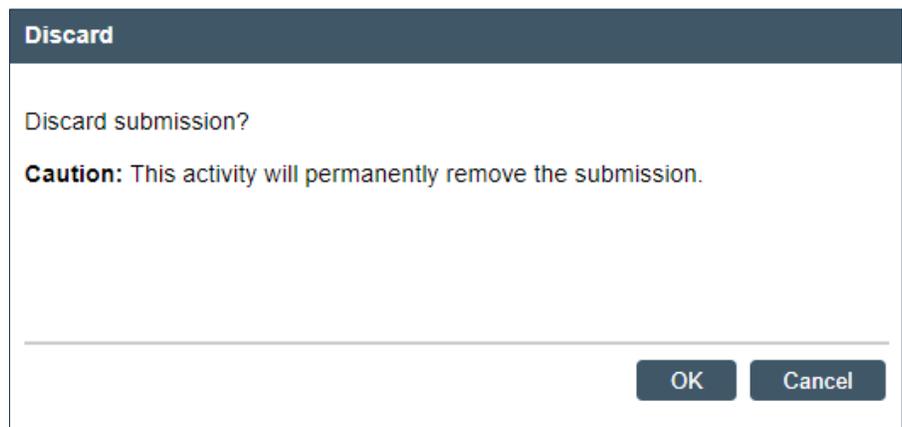
Security Role(s): This activity is available to all roles and results in a permanent action.

Use the Discard activity to remove an agreement or amendment from with workflow before it has been moved to the Active or Approved state. Completing this activity will **permanently remove the submission from the workflow**. Potential reasons to discard an agreement include departing PI, acquiring materials from another source, or the agreement is no longer needed. This list is not exhaustive.

NOTE: The SmartForm data is deleted and cannot be resubmitted after using this activity. Instead, users must submit a completely new request.

Follow the steps below to discard an agreement:

1. On the Agreements Workspace, select the **Discard** activity.
2. In the Discard window, select **OK**.
3. When the system returns to the Agreements Workspace, the state is updated to Discarded.



The screenshot shows a dialog box titled "Discard" with a dark blue header. The main content area is white and contains the text "Discard submission?" followed by a **Caution:** "This activity will permanently remove the submission." At the bottom right, there are two buttons: "OK" and "Cancel".