How to Withdraw a Proposal or Mark as Not Funded

Security Role(s): Study Staff – All UW Employees will have this role.

Proposals may be withdrawn or marked as not funded in various states throughout the workflow. Follow the steps below to withdraw a proposal or mark it as not funded.

1. On the Proposal Workspace, select the Withdraw Submitted or Not Funded Proposal activity.

2. In the Withdraw Submitted or Not Funded Proposal window, select Not Funded to change the status to Not Funded and select Withdrawn from Sponsor to transition the record to Withdrawn from Sponsor.

3. To close the window, select OK. After the system refreshes, the proposal state is updated.

IMPORTANT:

- Withdrawn proposals cannot be reintroduced to the workflow. A new proposal record will need to be created.
- Three withdrawal reasons (PI Leaving Institution, Opportunity Closed, and Other) are for RSP use only. Campus users should use Withdraw From Sponsor to withdraw a record.