

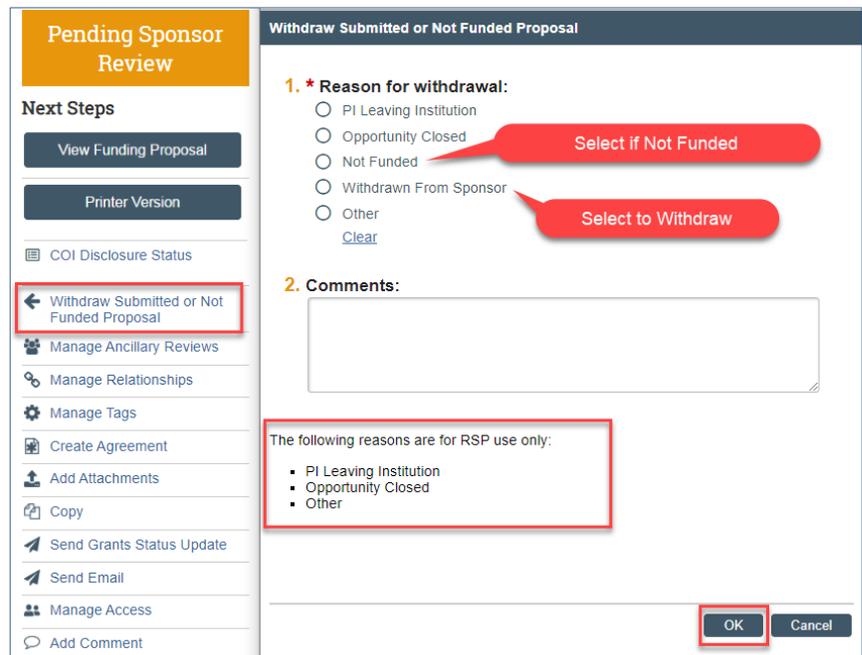
# RAMP - Research Administration Management Portal

## 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Proposals may be withdrawn or marked as not funded in various states throughout the workflow.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Withdraw Submitted or Not Funded Proposal window, select **Not Funded** to change the status to Not Funded and select **Withdrawn from Sponsor** to transition the record to Withdrawn from Sponsor.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- Withdrawn proposals cannot be reintroduced to the workflow.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.