

Section 5.9.4: Application Withdrawal

PURPOSE AND POLICY

An applicant may withdraw its application from consideration for funding. Applicants may discontinue the development of an application by themselves at any time prior to officially submitting the application. If the applicant decides to withdraw the application after it has been submitted, the applicant must submit a written request to the grantor.

PROCEDURE

A grant program manager may determine that he/she must withdraw an application after it has been submitted. Reasons for withdrawal might include:

- The grant program manager discovers a significant error in the application and is not able to correct it post-submission
- The grant program manager learns that his/her agency will be unable to meet the terms and conditions of the grant agreement (i.e., they cannot meet a match requirement)
- In scientific research, the grant applicant (usually the Principal Investigator) may have reasons relating to the subject matter for withdrawing an application (i.e., the research in grant application is affected by a new scientific discovery).

Each funding organization will have its own policies and procedures for withdrawing the application. The grant program manager should consult the grantor for instructions to withdraw the grant application.