

Section 6.3.2: Applicant Withdrawals

PURPOSE AND POLICY

Only an applicant may withdraw its application from consideration for funding. Applicants may withdraw 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 grant program manager. The grant program manager should then reject the received application and note that the reason for rejection was a request from the applicant. The Office of Grants and Federal Resources (GFR) strongly recommends that grantors use the eCivis Subrecipient Manager (SRM) for managing the grant lifecycle, from the notice of funding availability (NOFA) to grant closeout.

PROCEDURE

Document the withdrawal

Applicants are required to withdraw in writing or via email. An applicant may withdraw at any time prior to being potentially awarded a subgrant. If an application has already begun undergoing the review process, the grant program manager attaches a copy of the withdrawal letter and retains the application.

Retain withdrawal documentation

The grant program manager should retain the documentation supporting the withdrawal per state (and if applicable federal) record retention laws.