1. Verify **Core Committee Staff** is displayed on the home workspace.

2. Click the **In Progress** tab.

   **Note:** All completed submissions will appear.

3. All **Completed** submissions are now displayed.

4. Click on the **Submission ID** to access the study.

**Important Workspace Information!**

- You must go to the **Submission ID** to open the study, *not* the Study Name.
- Clicking on the **Submission ID** takes you directly to the Core Committee Staff Review screen.
- All Core Staff reviewing, assigning, approving, etc. is performed from the **Submission ID** area.
- **Submission State** displays the current state of the Submission.
- **Staff Notes** displays the last action that was performed on the submission.
1. Click **Administrative Withdrawal and Termination**.

2. Select the **Administration Closure Reason**.

3. Click **OK** to withdraw / terminate the study.