Overview

The Administrative Withdrawal activity is used primarily as a “housekeeping” tool to remove submissions that no longer need to be stored in the system (e.g., when a submission has sat in a State of **Changes Required** for an extended period of time with no progress).

The Administrative Withdrawal activity is only available for submissions in the following States:

- Changes Required
- Contingencies Pending
- Approved
- Expired

Home Workspace

1. Click the **Core Committee Staff** Role, or verify it is displayed on the Home Workspace.

2. Click the **Completed** 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 click 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.
- **Submission State** displays the current state of the Submission.
- **Staff Notes** displays the last action that was performed on the submission.
5. Click **Administrative Withdrawal** from the Activities menu.

6. Click the **Withdrawal** radio button.

7. Click **OK** to withdraw the study.