Administrative Withdrawal

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.
3. 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.

All Completed submissions are now displayed.

Completed Tab
4. Click **Administrative Withdrawal** from the Activities menu.

5. Click the **Withdrawal** radio button.

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