Prior Approval Withdrawal Transcript

Welcome to this tutorial on electronically submitting a withdrawal request for an application through eRA Commons' Prior Approval feature. As you know, after the successful submission of an error free application, the Signing Official (SO) has two business days to reject an application. After those two days, the SO must contact the Division of Receipt and Referral (DRR) to request the withdrawal of the application. This latter process can now be accomplished electronically through eRA Commons.

The submission of an electronic request for withdrawal is available until the application *is in* Pending Council Review. *After* that point, the application cannot be withdrawn.

A benefit of providing this functionality electronically is that it can be done through eRA Commons, an environment familiar to both SOs and Principal Investigators (PIs). Additionally, the initiation of a Withdrawal Request can be done by both an SO and a PI. However, only the SO will have the ability to submit the request to NIH.

Accessing the functionality starts with logging into eRA Commons. Once logged in, both SOs and PIs will click on the Prior Approval tab on the top navigation menu. Both will see an option to initiate a request in the box to the left.

Both the PI and SO will have a box for Existing Prior Approval Requests. For the SO, the List my Requests will display any requests that are awaiting their approval. For the PI, it will only show the requests they have initiated, or have been initiated on their behalf. However, the SOs will have an additional option available to them. Since they manage all the applications and grants for an institution, they can use the Search for Requests button to see all requests that have been submitted or have a status of "In Progress PI," which means the PI has initiated the withdrawal request but may still be working on it, and has not routed it to the SO for review and or submission.

To initiate a withdrawal request, both SOs and PIs will go to the Initiate a Prior Approval Request box. In the field for Request Type, they will select Withdrawal Request.

Click Go after selecting Withdrawal Request from the Initiate a Prior Approval Request box. The system will generate a list of eligible applications for withdrawal. The results are displayed in a table showing the Grants.gov Tracking Number; Application ID; Project Title; Application Status; and the eSubmission Status Date.

Again, because SOs manage all the applications and grants, they have three text filter fields they can use at the top of the screen to narrow the results to the application they want.

Once the application is found, click on the radio button to the far left to select the application. Once that is done, the Initiate Withdrawal Request button becomes active. Click the button to start the request.

This will open the Prior Approval Request Withdrawal form. It will display the Request ID (a system generated ID number); the PI name; the Grants.gov Tracking Number; Application ID; and Project Title. The only required field is the Justification field. This is a plain text field with a limit of 4000 characters. Use this field to provide a brief explanation as to why the application should be withdrawn.

You can also provide supporting documents (PDF format only) if needed. You can upload as many as 10 pdf documents, each not exceeding 5MB in size. To upload a file, click the Upload button; navigate to the desired document and select the document. When the upload is complete, you will see a green box appear above the Upload button to indicate a successful upload. The name of the file will be displayed below, along with the date it was uploaded. You can review the file by clicking the View button, or remove the file by clicking the Delete button.

If there is still more work to be done before routing to the SO, or submitting to agency, the Request can be saved "as is" by clicking the save button. You will see a green confirmation message at the top of the screen when the save is complete. Hitting the Cancel button will bring you back to the Prior Approval screen, after confirming that you agree to lose any unsaved data.

As the PI, if you are done providing the justification and any supporting documents, the request will then be routed to the SO listed on the application. There is an optional comments field. Once the Route to SO button has been clicked, you will see a green confirmation message. The request will now have a status of "In Progress SO" and the PI will not be able to make any changes to the request.

Since the SO is the person who must submit the request, the SO will receive a notification that a Withdrawal Request is pending. Upon review, the SO can route it back to the PI if the SO determines more information is needed. Similar to the routing to the SO from the PI, the SO can provide comments in the optional comments box. Upon clicking Route to PI button, the status will revert to "In Progress PI" and a notification will be sent to the PI.

If the SO deems the request valid and it does not require any additional justification or supporting documents, the SO can then submit it to the agency. Clicking the Submit button changes the status of the request to "Submitted to Agency." Both the SO and PI will receive notifications that the request has been successfully submitted. No changes can be made to the request from this point forward.

If the request has the status of "In Progress PI," and the SO wants to make changes to it, the SO will need to recall the request. This is done by finding the desired request, and clicking View. The Prior Approval Requests Withdrawal screen will open. In the bottom right, the SO will click the Recall button. This will change the status of the request to "In Progress SO" and allow the request to be edited.

Once the request has been submitted, DRR will review the request. Upon approval, the PI will receive a notification. The SO will see the application status has changed to Withdrawn, and will see the withdrawal confirmation in the Correspondence section of the Status Information screen in eRA Commons.

This concludes the tutorial on electronically submitting a withdrawal request for an application through eRA Commons. A number of resources are available to you should you need assistance with this process. Screen help is available by clicking on the question mark on the Prior Approval screens. If you still have questions about submitting withdrawal requests electronically, contact the eRA Service Desk. Thanks for watching.