Proposal – How to Abandon a Proposal Prior to Submission

Proposals may be withdrawn in various states throughout the workflow. Proposals cannot be deleted from UTRMS, but can be withdrawn and put into Not Submitted state.

Note: Proposals in the Not Submitted state cannot be reintroduced to the workflow, but you can copy the proposal for a new Funding Proposal record.

1. In the Funding Proposal record, click Withdraw Proposal.

2. In the pop-up window, enter the reason for withdrawal and click OK.

3. Funding Proposal is now in Not Submitted state.