Standard Operating Procedure

1. Purpose
To promote clarity in process and procedure differences for withdrawing and deleting an application.

2. Scope
For Principal Investigators or proxy PI’s when wishing to withdraw or delete an application.

3. Prerequisites
Deleting: any application that has not yet been submitted may be deleted.
Withdraw: any application that has been submitted but not yet approved/disapproved may be withdrawn.

5. Procedure
To **delete** an application:

1. Open a protocol in your LiveList.
2. Navigate to the Lifecycle Event Manager > Main tab
3. Click on **Delete** under the Actions column.
4. Click OK on the confirmation message to delete the application. **this action cannot be undone.

To **withdraw** an application:

1. Open a protocol in your LiveList.
2. Navigate to the Lifecycle Event Manager > Main tab
3. Click on **Withdraw** under the Actions column.

4. Click OK on the confirmation message to withdraw the application.

**6. Results**

Deleting an Initial Application or One Time Emergency Use will remove the application AND the protocol permanently from the LiveList. Any To Do List task will also be removed. For all other applications (i.e. Continuing Review, Amendment, Final Report) only the application will be deleted and corresponding To Do List task removed.

Withdrawing an Initial Application or One Time Emergency Use will change the application AND protocol status to withdrawn, but it will remain in the LiveList if study personnel wish to revisit it in the future. For all other applications (i.e. Continuing Review, Amendment, Final Report) only the application’s status will become withdrawn. Any individuals who have an open task in their To Do List regarding this application will receive a withdrawal notification.