Pre-Award – Withdraw Application

This guide shows Pre-Award Services Team (Research Operations and Support) how to update the Project within Research Master for withdrawn applications.
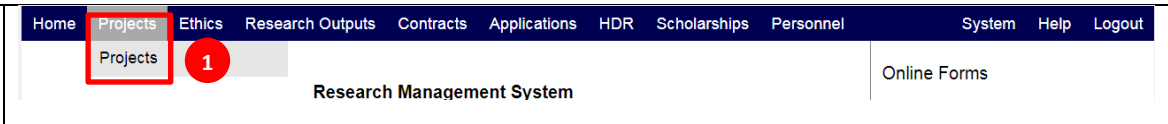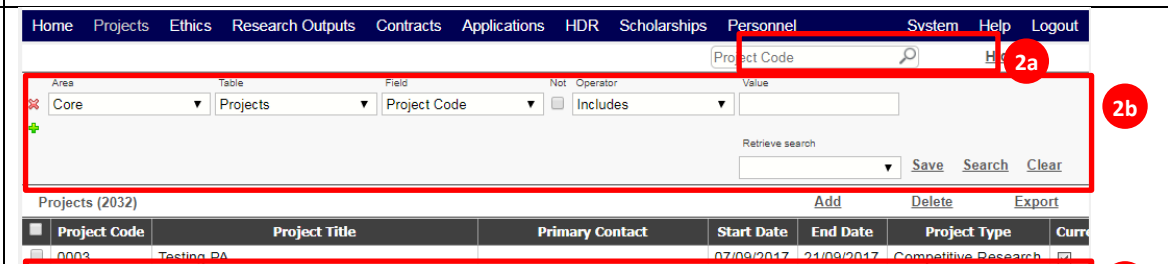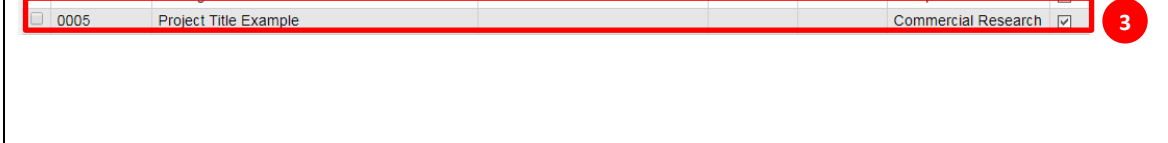
Guidelines and rules

- A Research Master login and access to the networked shared drive are required to complete this task.
- The following actions are required when a project application / draft contract is withdrawn.
- All documents are linked via the RMIT network path (soft copies are not permitted to be attached)
- All file paths must have the full network path, not a mapped drive. For example, '//rmit.internal/University/' not 'K:/'
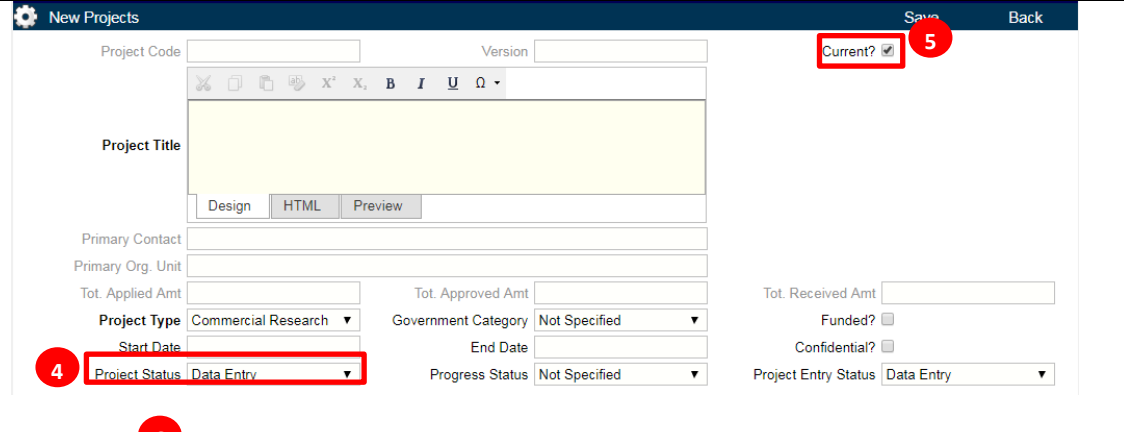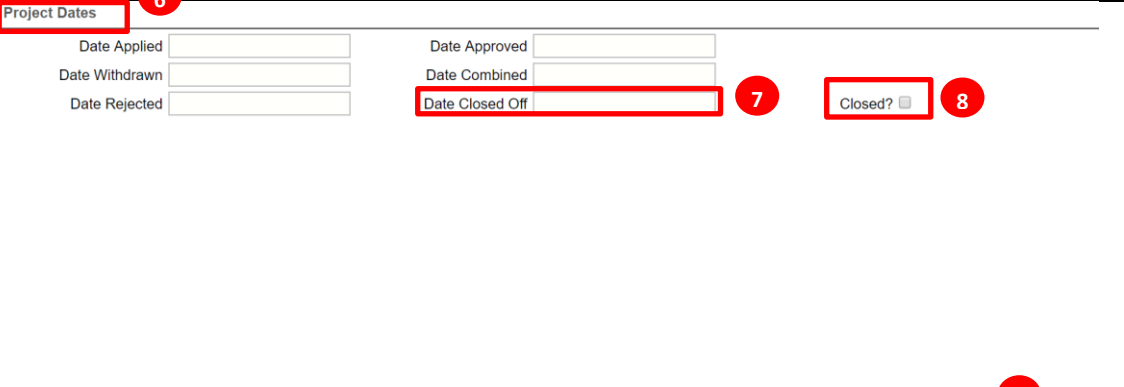
Who is involved in this process?

- **Grants Officers:** Responsible for performing the tasks set out in the instruction steps and actions.
- **Grants Coordinator:** Responsible for performing and assisting with the tasks set out in the instruction steps and actions.
- **Senior Grants Coordinator:** Responsible for performing and assisting with the tasks set out in the instruction steps and actions.
- **Senior Manager, Grants Development:** Responsible for overviewing and assisting with this procedure when required.
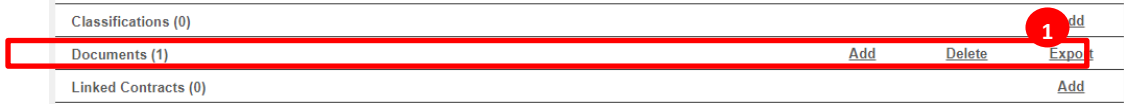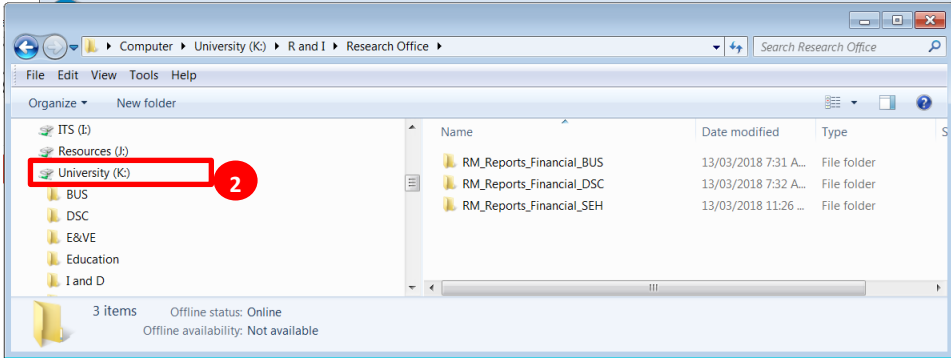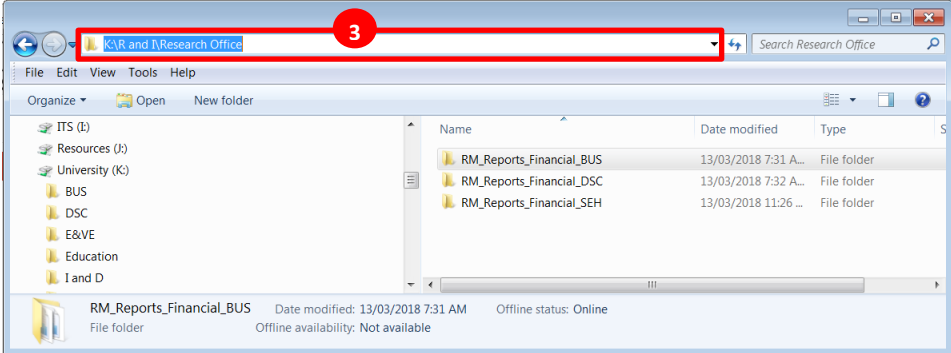
Find the Project
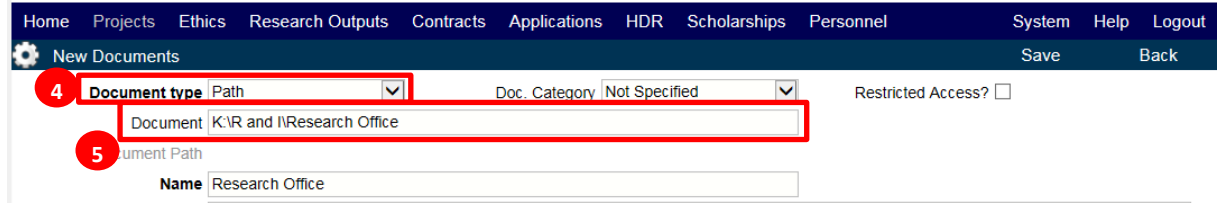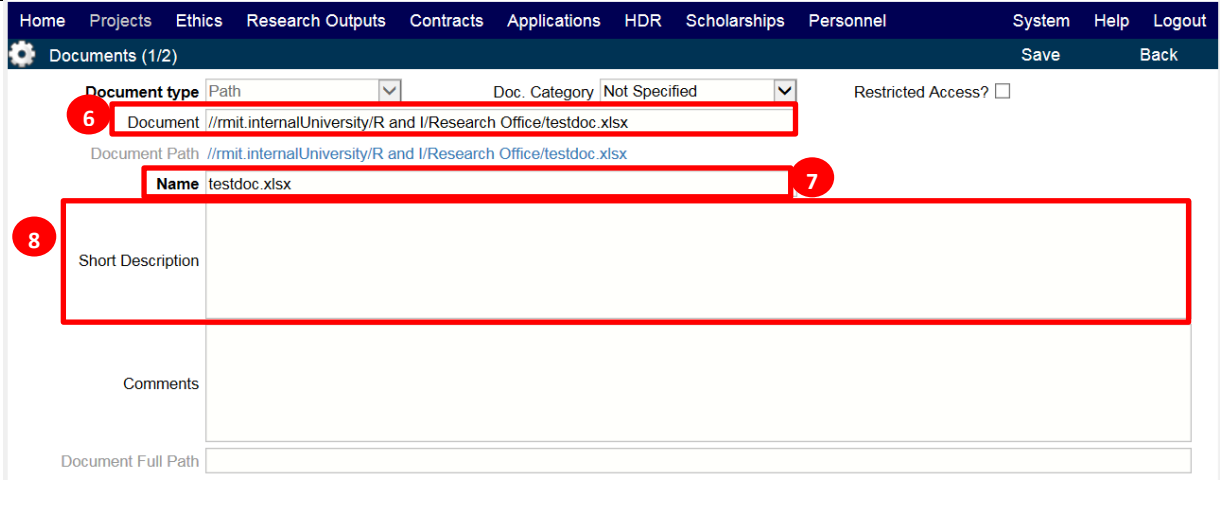
1. From the home screen, mouse over **Projects** from the top menu and then select **Projects** again from the drop down menu	

2. Search for the project record you would like to update
 	
    a. Use the **Basic** search field by entering the **Project Code** and click Search
 	
    b. Use the **Advanced** search fields to extend your search criteria.
 	
3. Select the project you want to update, by clicking on the row	

Enter Project Details

4. Select 'Withdrawn' from the **Project status** dropdown list 5. Un-tick the **Current** checkbox	
6. Click on the 'Project Dates' to open the **Project Dates** subsection 7. Enter the **Date Closed Off** by clicking in the field and selecting the date using the date picker. This is the date the withdrawal was communicated/received 8. Tick the **Closed** checkbox to close off the record	
9. Click on the **Save** link to save the details	

Enter Project Details – Subsection - Documents

1.	Go to the **Documents** subsection and click the **Add** link. This will display the Documents subsection form	
2.	Open **Windows Explorer** and locate the file or folder to link. Find and select the 'Withdrawal' document	
3.	Click in the address field and **copy** the path	

4. Select 'Path' from the **Document Type** dropdown list. 5. Paste the Windows Explorer path into the **Document** field	
6. If the path contains a mapped drive, then edit the drive reference in **Document** field to the server path. 7. The **Name** will be populated, but you can change it if need be 8. Enter a **Short Description** if required	

9. Click **Save** to save the changes. Otherwise click **Back** to return to the previous page
 	
10. To add more documents:
    a. Mouse-over the **Cog** icon
    b. Click on the **Copy** icon and
    c. Repeat steps 2 to 9	