

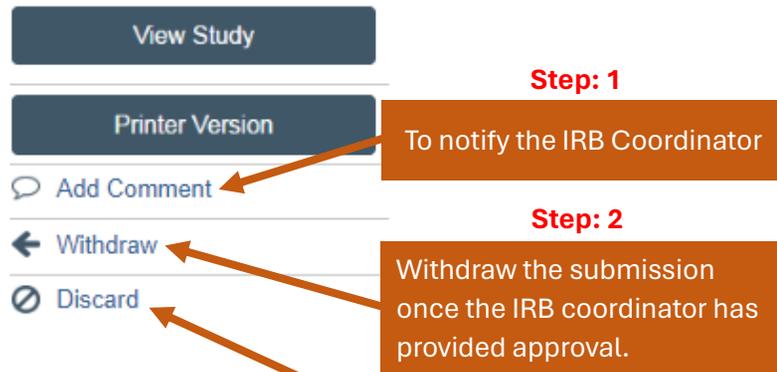
# Quick Guide – Withdraw Study

By selecting the  **Withdraw** button, the submission will be returned to a Pre-Submission state.

Once withdrawn, the submission may once again be edited and resubmitted when ready.

If the submission will be withdrawn, the IRB Coordinator **must** be notified prior to withdrawing the submission. This can be done by using the  **Add Comment** button. Once notified, the coordinator will then let you know when your withdrawal may proceed.

### Next Steps



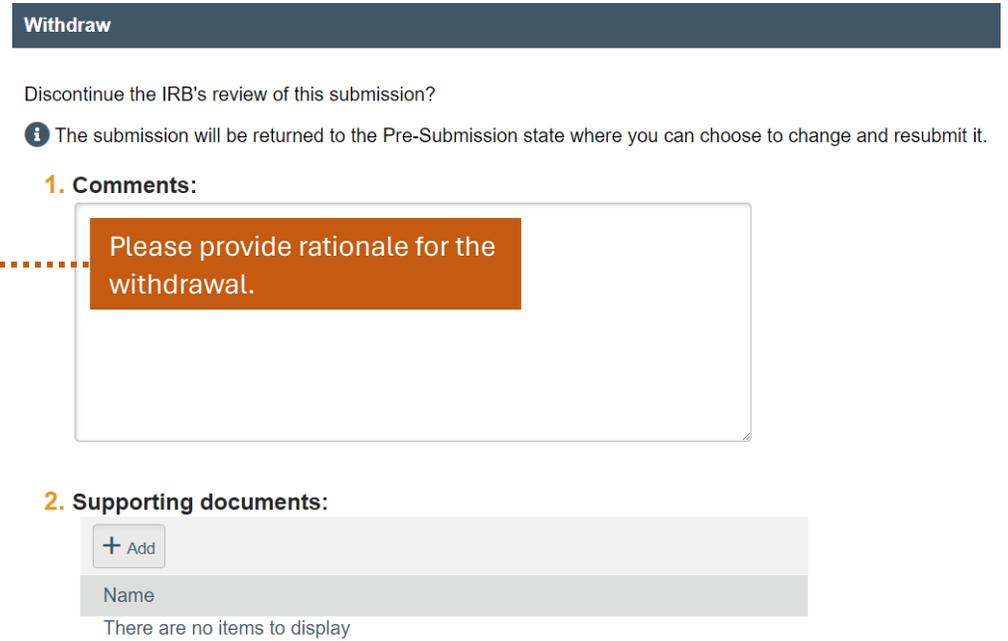
The 'Next Steps' menu includes the following options:

- View Study** (button)
- Printer Version** (button)
- Add Comment** (button with comment icon)
- Withdraw** (button with left arrow icon)
- Discard** (button with trash icon)

**Step: 1** (orange box): To notify the IRB Coordinator. An arrow points from this box to the 'Add Comment' button.

**Step: 2** (orange box): Withdraw the submission once the IRB coordinator has provided approval. An arrow points from this box to the 'Withdraw' button.

**Alternate Option:**  
If submitted in error, or if a resubmission is not anticipated, use the Discard function in lieu of Withdraw.



**Withdraw**

Discontinue the IRB's review of this submission?

**i** The submission will be returned to the Pre-Submission state where you can choose to change and resubmit it.

**1. Comments:**

Please provide rationale for the withdrawal.

**2. Supporting documents:**

+ Add

Name

There are no items to display