Withdrawing an application

In GEMS only the Coordinating Principal Investigator (CPI) can withdraw an ethics application and only the Principal Investigator (PI) can withdraw a site application.

Ethics and site applications can be 'Withdrawn by applicant' any time prior to the applications being approved and authorised.

Delete application: Applications that have not previously been submitted will be in the status of 'In Progress' with the 'Version' showing as 1.00. Deleting the application will remove it from the applicants' view and it will no longer exist in the system.

Delete in-progress version: Applications that have been previously submitted will have the status of 'In Progress' with the 'Version' showing as 1.01 (depending on how many new versions have been created). The in-progress version will revert the application back to the previous version and status.

Withdraw application: Applications that have been submitted will not be in the status of 'In Progress' and not yet 'Approved' or 'Authorised'. Once withdrawn, the application cannot be reviewed by the Research Office. If an Ethics application is withdrawn, associated site applications also need to be withdrawn.

Resubmitting a withdrawn application requires a new Project Registration, Ethics and Site Applications to be completed.

Statuses where applicant cannot withdraw application: When an application is with the Research Office for review, i.e. Information Provided, Submitted and Assigned to Meeting, the Research Office will need to withdraw a study in theses status.

Withdrawing an application

Step 1.
Log in to the GEMS home page and click on the 'Projects' icon.

This icon takes you to the **Projects Home** page where you can view all projects. A list of all applications will appear by Title and Identifier (GEM identifier).
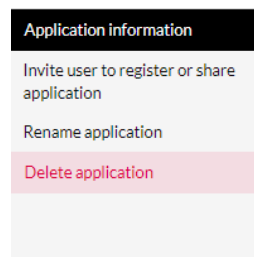
Select the project from the list.

Step 2. Locate the application

The **Project Details** page will show a list of the ethics and governance applications associated with the project.

Step 3.

Select the status icon next to the application you wish to withdraw.

If the application is in the status of 'In Progress' and has previously been submitted, select 'Delete in-progress version'
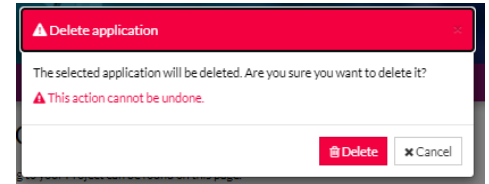

If you do not see 'Delete in-progress version' but 'Withdraw application', move to **Step 5**

Note: An application that has not been submitted cannot be withdrawn but can be deleted.
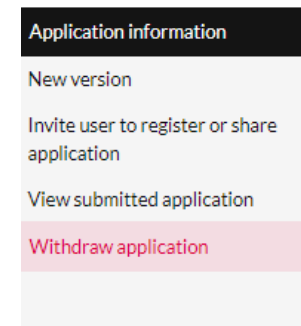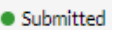
Step 4.

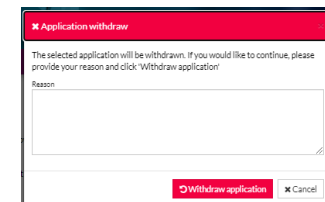A warning message will pop-up. Select 'Delete'

Step 5.

Select the Status icon next to the application you wish to withdraw and select 'Withdraw application'
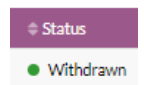

Step 6.

A warning message will pop-up. Select 'Withdraw application' and provide a reason.

Step 7.

The application will now show a status of 'Withdrawn'.

Step 8.

If the first application withdrawn was an Ethics application, repeat for any associated Site applications.