## ClubRunner

Help Articles > District Help > Grants > Grant Management Guides > How do I correct the status of a grant?

How do I correct the status of a grant?

Michael C. - 2021-02-16 - Grant Management Guides

If you have moved the workflow step of a grant to "Completed" or "Funded" status accidentally, you can use the following steps to change the grant to the correct workflow status:

1. Start by opening the grant and view the status' available (Screen below shows after funded).

Project Clean Water		
Grant Project: Primary Sponsoring Club: Contact: Date Submitted:	Project Clean Water Lions Club of Lisbon Doe, John Aug 35 2014 et 3:15 PM	Status: Funded Completed Status: Approve Cancel Grant
Project Total Budget: Project Total Financing: Requested Grant Amount:	\$0.00 \$0.00 \$0.00	Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

 Next, Click the Cancel Grant button. This will change the Status of the Grant to Cancelled. This will not delete the Grant.

Project Clean Water		
Grant Project:	Project Clean Water	Status: Funded
Primary Sponsoring Club:	Lions Club of Lisbon	Completed    Approve
Contact:	Doe, John	Cancel Grant
Date Submitted:	Aug 25, 2014 at 3:15 PM	
Project Total Budget:	\$0.00	
Project Total Financing:	\$0.00	Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived
Requested Grant Amount:	\$0.00	

3. Now, you can add a comment if you wish to explain the cancellation. If not simply select **No Comments** and click the **Send** button.

Comments:	ba
No comments	Cancel
	Cancel Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

 Once the Status has changed to Cancelled, click the **Resubmit Grant Request** button.

Project Clean Water		
Grant Project: Primary Sponsoring Club: Contact: Data Submitted:	Project Clean Water Lions Club of Lisbon Doe, John	Status: Cancelled Resubmit Grant Request Delete Grant
Project Total Budget: Project Total Financing: Requested Grant Amount:	\$0.00 \$0.00 \$0.00	Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

 Once again, you can add a comment if you wish to explain the cancellation. If not simply select **No Comments** and click the **Send** button.

Comments:	ba
<ul> <li>No comments</li> </ul>	Cancel
	Resubmit Grant Request Delete Grant
	Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

6. Once the Grant has been resubmitted, you will be able to return your Grant to the correct status.

Project Clean Water		
Grant Project: Primary Sponsoring Club: Contact: Date Submitted: Project Total Budget: Project Total Financing: Descent of Caret Area	Project Clean Water Lions Club of Lisbon Doe, John Aug 25, 2014 at 3:15 PM \$0.00 \$0.00	Status: Under Review Request More Information Approve Reject Cancel Grant Please note, updates to the project and grant information cannot be made
Requested Grant Amount:	\$0.00	after the status has been marked completed or archived