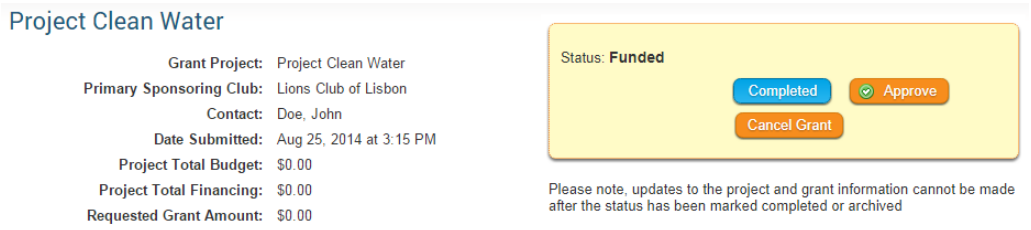
ClubRunner

How do I correct the status of a grant?

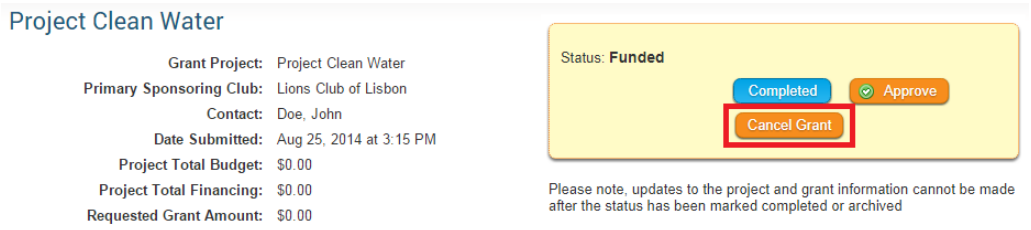
Michael C. - 2021-02-16 - Grant Management Guides

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:

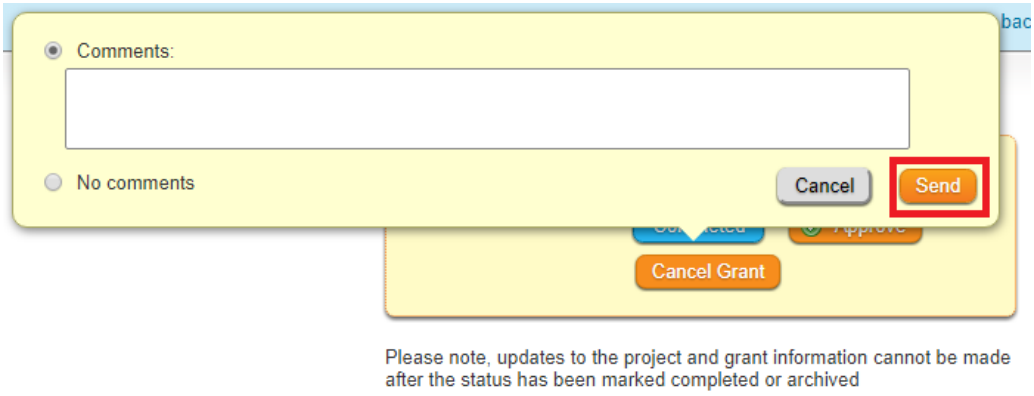
1. Start by opening the grant and view the status' available (Screen below shows after funded).



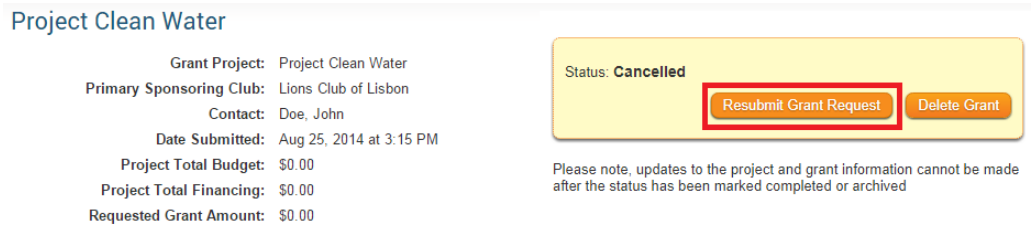
2. Next, Click the **Cancel Grant** button. This will change the Status of the Grant to Cancelled. This will not delete the Grant.



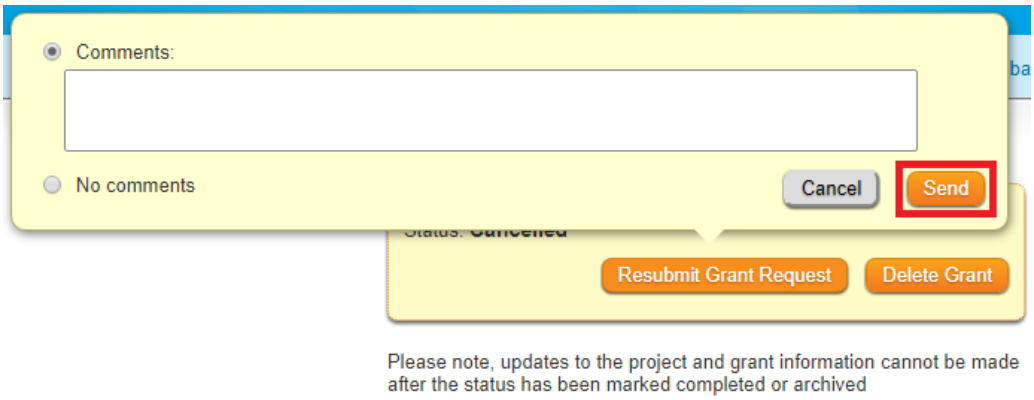
3. Now, you can add a comment if you wish to explain the cancellation. If not simply select **No Comments** and click the **Send** button**.**



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



5. 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**.**



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

