

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: Project Clean Water
Primary Sponsoring Club: Lions Club of Lisbon
Contact: Doe, John
Date Submitted: Aug 25, 2014 at 3:15 PM
Project Total Budget: \$0.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Status: **Funded**

Completed Approve
Cancel Grant

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

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

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Contact: Doe, John
Date Submitted: Aug 25, 2014 at 3:15 PM
Project Total Budget: \$0.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Status: **Funded**

Completed Approve
Cancel Grant

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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:

☐ No comments

Cancel Send

Completed Approve
Cancel Grant

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

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Project Total Budget: \$0.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Status: **Cancelled**

[Resubmit Grant Request](#)

[Delete Grant](#)

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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.

☒ Comments:

☐ No comments

[Cancel](#) [Send](#)

Status: **Cancelled**

[Resubmit Grant Request](#) [Delete Grant](#)

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

Project Clean Water

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Primary Sponsoring Club: Lions Club of Lisbon
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Project Total Budget: \$0.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Status: **Under Review**

[Request More Information](#)

[Approve](#)

[Reject](#)

[Cancel Grant](#)

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