



### **PI Withdrawal Process**

This process outlines the steps a Principal Investigator (PI) must take to formally withdraw from a submitted **electronic Intent to Submit** (e-ITS) form. This ensures proper documentation and communication with all relevant stakeholders.

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1. The PI determines they will no longer pursue the proposal submission.
2. The PI informs the GMO Pre-Award Research Administrator as soon as possible.
3. The PI must complete the PI Withdrawal Form (see below). All required fields must be filled out to ensure clarity on the reason for withdrawal.
4. The unit chair or approving authority reviews and acknowledges the withdrawal.
5. The completed form must be submitted to the GMO Pre-Award Research Administrator.