How to retract a submission

Only submissions that have not yet been assigned a review process by the IRB can be retracted.
From your Home page, click on “My Studies” to list all the studies that you have access to.
You can use the filter or the “Find by ...” feature to locate the study or draft. Or you can just scroll down.

Once you locate the study or draft, click on “Open”.

This is my personal “My Studies” page
Locate the submission you want to retract (in this example it’s the Continuing Review Submission Form). Then click on the “Retract Submission” button.
Confirm by clicking "OK" to proceed.
Wait until you get a pop indicating that the submission had been withdrawn. Click “OK” to proceed.
The submission has been withdrawn and can be accessed for modification by clicking on the form’s name link.

Resubmit when it’s ready.