User Authorizations for Deleting, Withdrawing or Rejecting Grant Applications via eGrants

This guidance addresses eGrants user authorities to delete, withdraw, and reject grant applications. The guidance is based on business rules for CNCS Grantees, Program Officers (PO), Grants Officers (GO) and Portfolio Managers (PM). It may be possible that an action described as not allowable is possible to perform because the software controls in eGrants are not aligned with that policy. In all cases these business rules are controlling and must be followed.

Deletion: If you are no longer going to transmit a grant application that you created to CNCS, you can delete it yourself as the application creator. Once an application reaches CNCS that application cannot be deleted during the record retention period.

Withdrawal or Reject: The appropriate action for applications that have reached CNCS but are no longer needed is to withdraw or reject the application. Once an application is submitted to CNCS, the PO/PM is the lead to handle withdrawal or rejection. At times applications must be routed to the PO/PM who will be taking the withdrawal or reject action; for example, an application returned to a grantee may have to be submitted back to CNCS for the PO/PM to withdraw it.

Role of Help Desks and Administrators: Other than for the footnoted reasons, the National Service Hotline (eGrants Help Desk), and the OGM and OIT System Administrators do not delete, withdraw, or reject grant applications. Instead, they provide user technical assistance for the appropriate individual to perform the action consistent with these business rules. The eGrants Help Desk will not delete, withdraw or reject grant applications for you.

eGrants User Authorities to Delete and Make Application Status Changes (Return, Reject, Withdraw) Prior to and After Application Submission[1]			
	Before Submission to CNCS	After Submission to CNCS	
	Application Status: "Grantee Initial Entry"	Application Status: "Submitted to CNCS" or "Returned to Grantee"	Application Status: "Submitted to CNCS" or "Returned to Grantee"
eGrants User Role:	Action: Delete the Application	Action: Move to "Withdrawn" Status	Action: Move to "Rejected" Status
Creator: *Individual who created the application.*	Yes	N/A[4]	N/A
CNCS PO/PM: *Individual with PO/PM role but who was not application creator.*	No	Yes[2]	
CNCS GO: *Individual with GO role but who was not application creator.*	No	GO returns application to PO/PM for action.	
eGrants Help Desk	*No[3,4]- see conditions below*	*No[5] - Provide Technical Assistance to PO/PM/GO*	
OGM System Administrator[6]	*No[3,4] - see conditions below*	*No[7] - see conditions below*	

[1] This guidance does not address application submission. Because application submission involves signing in agreement with legal obligations, only a grant applicant submits applications to CNCS. CNCS staff, the help desk and administrators do not submit applications on behalf of applicants, including to resolve application errors.

[2] POs and PMs can reverse application rejection, moving an application from rejected to return to applicant for rework status allowing the applicant to make corrections and resubmit during an application cycle.

[3] When a PO/PM demonstrates that (a) the organization is a former CNCS grantee with no current active CNCS grants in any CNCS grant program; and (b) two attempts were made to obtain deletion action by all known grantee points of contact and identifiable organization officials found in SAM.gov without success, the OGM System Administrator will delete the application. Organizations with no awards from CNCS for at least 5 years since the last grant was closed are exempted from (a) and (b).

[4] Once an application has been submitted it cannot be deleted by the creator even if it is returned from CNCS to the applicant. To withdraw or reject the application, it must be returned to CNCS. If the grantee is nonresponsive and condition (a) and (b) above are met, the OGM System Administrator can change application status to "withdrawn."

[5] Technological issues encountered by users must be accompanied by a documentation of the system issue (e.g., screenshot) before the HelpDesk or OGM/OIT System Administrators can assist.

[6] When OGM System Administrator not available CNCS will engage the CNCS OIT System Administrator for time sensitive actions.

[7] There is a known issue with the Funding Summary Chart (list of sub-grant awards). If subgrant applications are withdrawn or rejected, the list becomes inaccurate. The OGM System Administrator is authorized to delete subgrant applications that have been rejected or withdrawn to resolve this issue.