**Deleting an Application**

Any application that has not yet been submitted may be deleted. If the application is an Initial Application, the protocol record will be deleted in addition to the submission.

**NOTE:** This action cannot be undone once the confirmation has been granted.

**Graphical user interface, text, application, email

Description automatically generated**

**To Delete a Submission:**

1. Open a protocol.
2. Navigate to the Lifecycle Event Manager tab.
3. Locate the submission you wish to delete.
4. Click on **Delete** under the Actions column.
5. Click **OK** on the confirmation message to delete the application.\*\*

\*\*This action cannot be undone.\*\*

**Results**:

* 1. When the application is an Initial Application:
     1. The application **AND** the protocol will be deleted
     2. The To Do List Task will be removed
  2. For all other applications:
     1. The application will be deleted
     2. The To Do List Task will be removed