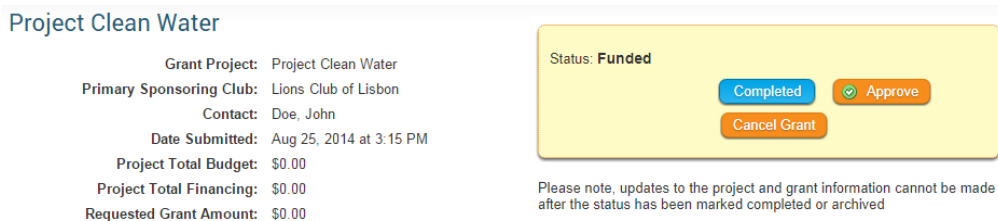


## How do I correct the status of a grant?

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**

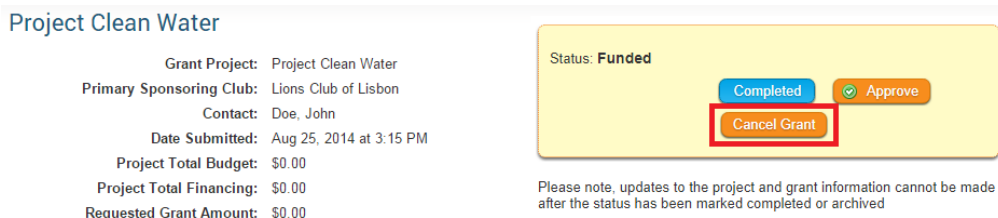
Grant Project: Project Clean Water  
Primary Sponsoring Club: Lions Club of Lisbon  
Contact: Doe, John  
Date Submitted: Aug 25, 2014 at 3:15 PM  
Project Total Budget: \$0.00  
Project Total Financing: \$0.00  
Requested Grant Amount: \$0.00

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.



**Project Clean Water**

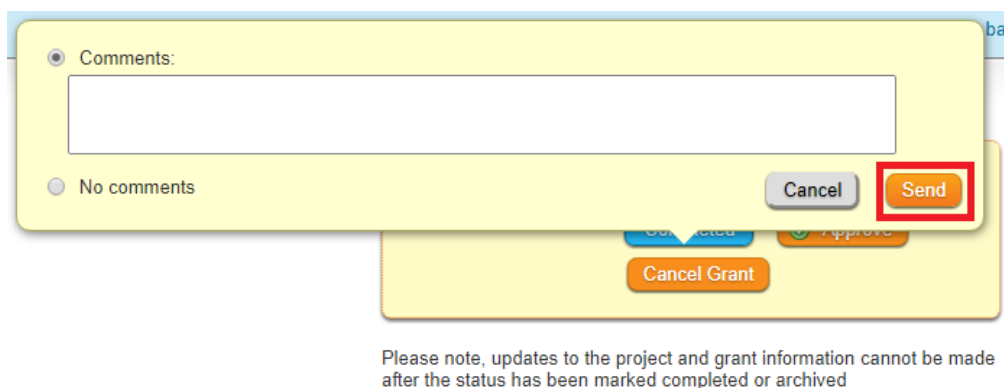
Grant Project: Project Clean Water  
Primary Sponsoring Club: Lions Club of Lisbon  
Contact: Doe, John  
Date Submitted: Aug 25, 2014 at 3:15 PM  
Project Total Budget: \$0.00  
Project Total Financing: \$0.00  
Requested Grant Amount: \$0.00

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

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

Cancel Grant

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

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

## 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: **Cancelled**

[Resubmit Grant Request](#)

[Delete Grant](#)

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

- 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](#)

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

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

## 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: **Under Review**

[Request More Information](#)

[Approve](#)

[Reject](#)

[Cancel Grant](#)

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