

Cancel an Application form

- [Steps](#)
 - 1. Open the application you wish to cancel
 - 2. Click on the "Cancel" button
 - 3. Read the warning message and click on "Yes" to confirm cancellation
 - 4. The application is cancelled
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As of Call 2024, applicants can withdraw submitted applications which they do not want to be sent for assessment. This can be done by using the **Cancel** feature in the application form.

Only an application that has been submitted at least once can be cancelled.

An application can be cancelled by the applicant as long as the submission deadline has not been reached. Should you need to cancel a submitted application after the deadline, please contact your National Agency.

The cancellation feature is particularly useful in situations where the number of applications for a specific action type has been reached, in accordance with the [capping rules](#) which have been introduced in Call 2024.

It can also be used by applicants who wish to replace a submitted application with a more valuable one.

An application can be cancelled even if the form has been submitted and reopened. All previous submissions will then also be withdrawn, and the application remains visible in [My applications](#) in read-only mode and no further changes are allowed.



Important

A cancelled application cannot be reopened or resubmitted.

Steps

1. Open the application you wish to cancel

In [My applications](#), find and open the desired application. The application must have the status **Submitted** or **Draft - Reopened**.

Click on the application title to open it.

The screenshot shows the 'My Applications' interface. On the left, there is a sidebar with 'Search and filter' options. Under 'FIELDS', there is a toggle switch. Under 'STATES', there are checkboxes for 'SUBMITTED' (checked), 'DRAFT', 'Not submitted', 'Reopened', 'Reopened by NA (only submission allowed)', and 'Reopened by NA (editable)'. The main area shows 'Search results' with '1 items found'. Below this, there are filter buttons: 'All programmes', '2024', 'All Rounds', 'KA155-YOU', and 'SUBMITTED'. A table lists the application details: 'Form ID : KA155-YOU-3CD39E1B', 'Applicant : Test-org.ES.01 (E10000188 - Spain)', 'Title : C24 R1 KA155-YOU CP01', and 'Programme : Erasmus+ - Call : 2024 Round 1 - Action type : DiscoverEU inclusion action (KA155-YOU)'. To the right of the application details, there is a '24 days left!' badge, a 'SUBMITTED' status badge, and an 'Actions' button. At the bottom right, there is a pagination bar showing 'Items per page: 10' and '1 - 1 of 1'.

2. Click on the "Cancel" button

Locate and click on the **Cancel** button at the top of the screen. Its position depends on the status of the form, as shown in the two illustrations below.

Cancel button in a submitted application:

TEST

European Commission

Erasmus+ and European Solidarity Corps

If you cancel your application, the National Agency will not consider it for selection

Anne Peeters

EN

Application form ?

✕ Cancel

Reopen

PDF

Download Form Translations

Form ID: KA155-YOU-3CD39E1B

Title : C24 R1 KA155-YOU CP01

Applicant : Test-org.ES.01 (E10000188 - ES)

Programme : Erasmus+ - Call : 2024 Round 1 - Action type : DiscoverEU Inclusion action (KA155-YOU)

24 days left !

SUBMITTED
Submitted

Cancel button in a reopened application:

Application form ?

Submit

✕ Cancel

PDF

Download Form Translations

Form ID: KA155-YOU-3CD39E1B

Title : C24 R1 KA155-YOU CP01

Applicant : Test-org.ES.01 (E10000188 - ES)

Programme : Erasmus+ - Call : 2024 Round 1 - Action type : DiscoverEU inclusion action (KA155-YOU)

24 days left !


REOPENED
Reopened

3. Read the warning message and click on "Yes" to confirm cancellation

A pop-window is displayed, informing you that the cancellation is irreversible.

Click on **Yes** if you wish to confirm the cancellation.

Cancel Application



Are you sure you want to cancel this application?
If you cancel your application, the National Agency will not consider it for selection. If you cancel your application it will be permanently canceled.

No

Yes

Important

A cancelled application cannot be reopened or resubmitted.

4. The application is cancelled

The status of the application has now changed to **Cancelled**. It cannot be reopened or resubmitted.

In **My applications**, you can find it by ticking the **Cancelled** checkbox in the **Search and filter** panel. The application status under My Applications is **Unsubmitted-Cancelled**.

Application form ?

SubmitPDFDownload Form Translations

Form ID: KA155-YOU-3CD39E1B

Title : C24 R1 KA155-YOU CP01

Applicant : Test-org.ES.01 (E10000188 - ES)

Programme : Erasmus+ - Call : 2024 Round 1 - Action type : DiscoverEU inclusion action (KA155-YOU)

24 days left !

CANCELED
Canceled

My Applications ?

Export

Search and filter

STATES

☐ SUBMITTED

☐ Submitted

☐ DRAFT

☐ Not submitted

☐ Reopened

☐ Reopened by NA (only submission allowed)

☐ Reopened by NA (editable)

☐ UNSUBMITTED

☐ Deleted

☐ Deadline Expired

☒ Canceled

Search results

1 items found

Selected criteria: Reset All

All programmes2024All RoundsCanceled

Form ID : KA155-YOU-3CD39E1B

Applicant : Test-org.ES.01 (E10000188 - Spain)

Title : C24 R1 KA155-YOU CP01

Programme : Erasmus+ - Call : 2024 Round 1 - Action type : DiscoverEU inclusion action (KA155-YOU)

24 days left !

UNSUBMITTED
Canceled

Actions

Preview

Submission History

Sharing

Items per page: 101 of 1

Customise

Sort By

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- [How to complete the application form](#)
- [My Applications](#)
- [My Contacts](#)
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- [Participating Organisations in applications](#)
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- [Submitting an application form](#)