Cancel an Application form

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 All previous submissions will then also be withdrawn, and the application remains visible in My applications in read-only mode and no further changes are allowed.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.

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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:

Cancel button in a reopened application:

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**.

Related Articles

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