Editing or Deleting a Returned Continuation Application

Reference Sheet

Purpose
The purpose of this document is to provide the steps on how a SAMHSA grantee edits or deletes a continuation application. This is only available if a continuation has been submitted and if the SAMHSA staff has returned the continuation application back to the grantee. In this case, an email notification will let the grantee know that the continuation application has been returned and whether the application needs to be edited or deleted.

Follow section I to edit.

Follow section II to delete.

Section I - Editing a continuation application

1. Log in to Commons
2. Click Non-Research Tab

3. Click Manage Continuations
4. (SO only) Enter search criteria and search for grant. PDs will be taken directly to a view of the all of their grants so do not need to search.

5. Click View for the appropriate grant
6. Under the action(s) column choose to Edit your continuation. This will bring you to the application in ASSIST.

7. Click Update Submission Status. A new pop-up will open.
8. Select Work in Progress in the dropdown and either click “or continue without adding a comment.” or enter a comment and click Add comment.

9. Edit and submit the application like normal.
Section II - Deleting a continuation application

Note: to delete an application you must be an SO with the grantee organization.

1. Log in to Commons

2. Click Non-Research Tab
3. **Click Manage Continuations**

4. (SO only) enter search criteria and search for grant. PDs will be taken directly to a view of the all of their grants so do not need to search.
5. Click View for the appropriate grant. This will take you to the Continuations: View page.

6. Under the action(s) column choose to Edit your continuation. This will bring you to the application in ASSIST.
7. **Click Delete Application**

8. **Click Continue in the popup warning.**