

# Request to Cancel a Proposal

Below you will find step-by-step directions to walk you through the process to cancel a proposal that has launched steps taken in this video tutorial.

1. Navigate to the “**My Tasks**” tab of the Proposals Module.
2. Select the proposal you would like to Cancel.
3. Navigate to the “**Decisions**” tab of the Proposal Toolbox.
4. Choose “**Cancel**” and enter your reason in the comment field.
5. Click “**Make My Decision**” and the request will be sent to the Administrator Dashboard for approval.

Note: You will only see the “Cancel” option if the current step is configured to allow this decision flag. If you do not see this option, contact your system administrator.

You will receive a notification when an administrator has approved or rejected your request to cancel the proposal. The proposal will be sent back to the Originator to edit and re-launch or cancel and delete.