[INSERT PI or ORA letterhead]

**WITHDRAW APPLICATION LETTER**

February 4, 2021

Center for Scientific Review

Attention: Division of Receipt and Referral

[csrdrr@mail.nih.gov](mailto:csrdrr@mail.nih.gov)

To Whom It May Concern:

I would like to withdraw my application [NIH GRANT NUMBER] entitled “TITLE.” This application was submitted on [DATE] in response to [Funding Opportunity Number and Title].

Add a reason, e.g. withdrawal of this application is contingent upon the funding of the -01 Application.

Please let us know if you have any questions. Thank you.

Sincerely,

PI NAME Authorized ORA Official Name

PI TITLE Authorized ORA Official Title

Johns Hopkins University Office of Research Administration

School of Medicine Phone/Email

Phone/Email

**\*\*\*\*UPDATE THE HIGHTLIGHTED FIELDS AND DON’T FORGET TO REMOVE THE HIGHLIGHTING (AND THIS NOTE), BEFORE SENDING TO PI FOR SIGNATURE\*\*\*\***