

Grant Helper Cancel Grant

Purpose: To cancel approved grant

eTR[®]S

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Employers can submit cancellation after grant application approved.



Once cancellation approved, the cancel grant amount will goes back to the employers grant balance.

(1) Login to Employer's eTRiS account

(2) Click Application

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(3) Click Grant

(4) Select Cancel

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(5) Provide <u>Remarks/Reason</u> to cancel the grant

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(6) Click <u>Cancel</u> and <u>OK</u> if you agree to cancel the application.

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Grant Officer will review and re-evaluate your grant application within **two (2) working days**.