
Grants Management Helpful Hints

Award “Close Out” Checklist

Close out is the 90 days after the award performance period ends. This time allows the entity to finishing paying all invoices, close out financial records, and complete required reports. This times does not allow for the entity to finish any grant activities or work described in the grant. All grant activity and work must be completed within the award performance period. The following items are required during close out. Additional items may be requested from the Grant Officer.

- **INTERIM PROGRESS REPORT:** Due 30 days after the award period ends, covering the last 6 months of the award.
- **FINAL PROGRESS REPORT:** Due 90 days after the award period ends, covering the entire award period.
- **FINANCIAL REPORT:** Due 90 days after the award period ends. All draw-down of funds or requests for reimbursements must be completed prior to submission of this report.
- **OTHER ITEMS:** Other items that may be submitted include copies of updated Indirect Cost Rate Agreements, data, copies of final products from the award, or other items requested by the Grant Officer or Federal Program Officer.

Progress Reports

Your award will have one or two progress reports due during close out. The first would be due 30 days after the project period of performance ends and is an *interim report* covering the last six months of the award. In some situations, this last interim report may be waived and not required for your specific award. Please check with your Federal Program Officer, or award files to determine if the interim report is required.

The second report will be a *comprehensive final progress* report that will outline the activities and work completed throughout your entire award. The final progress report is public and may be distributed or provided to others outside of the federal government. This final report is due 90 days after the award period ends.

Financial Reports

A final financial report is due in Grants Online 90 days after the award period ends. Prior to submitting this report, ensure that all funds have been requested and paid by NOAA or drawn down in the ASAP.gov system. All invoices and bills must also be paid prior to submittal.

Extension to Close Out

If you require additional time to complete your report, pay an invoice, or submit other required close out documents, you must submit a *Request for Extension to Close Out* in Grants Online. This request will not allow you more time to conduct programmatic activities. Follow these steps to submit the request. A request can be entered by either the *Authorized Representative* or the *Principle Investigator*, but will need to be approved in Grants Online by the *Authorized Representative* prior to being reviewed by NOAA.

1. Log into Grants Online.
2. Click the "Award" tab.
3. Click the "Search" or the "Search Award" link. The "Search Award" page is displayed.
4. Click the "Search" button on the "Search Award" page. When your search results populate, click the award number for which you are submitting the change of budget.
5. On the "Grants File" launch page, select the "Create Award Action Request" action from the action drop down menu then click the "Submit" button.

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6. The "*Award Action Request Index*" page is displayed with the available *Award Action Requests*. Click the link for "*Extension to Close Out*". The requested page will be displayed for you to complete. Enter a short justification, and click the "*Save*" button.
 7. The "*Award Action Request*" page is re-displayed with the attachment link and other fields. After completing the required information, click the "*Save and Return to Main*" button. Another message will display where you can confirm your request and start workflow, click the "*Yes*" button. A review task is sent to your "*Task*" inbox for this request. The review task will go first to the creator of the document and then to the *Recipient Authorized Representative(s)* in the organization.
 8. 8. Select either "*Forward to Agency*" or "*Forward to Authorized Representative*" and then hit "*Submit*". The Authorized Representative must now log in and select "*Forward to Agency*" and "*Submit*". If you have the role of "*Recipient Authorized Representative*" you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

For more information on Award Close Out

Grants Online Help Page

[Extension to Close out Award Action Request Guidance](#)