

**Beginning Grant Management
Grant Stage 5: Grant Closeout
User Guide**

This user guide will provide instructions on how to navigate through the grant closeout stage.

Sections in this user guide include:

[Grant Stage – Closeout](#)

Grant Stage – Closeout

After all tasks and reporting for the grant has been completed, select “I am ready to close this grant” from the dashboard page of your project. Remember to upload any final reports submitted to your Grantor.

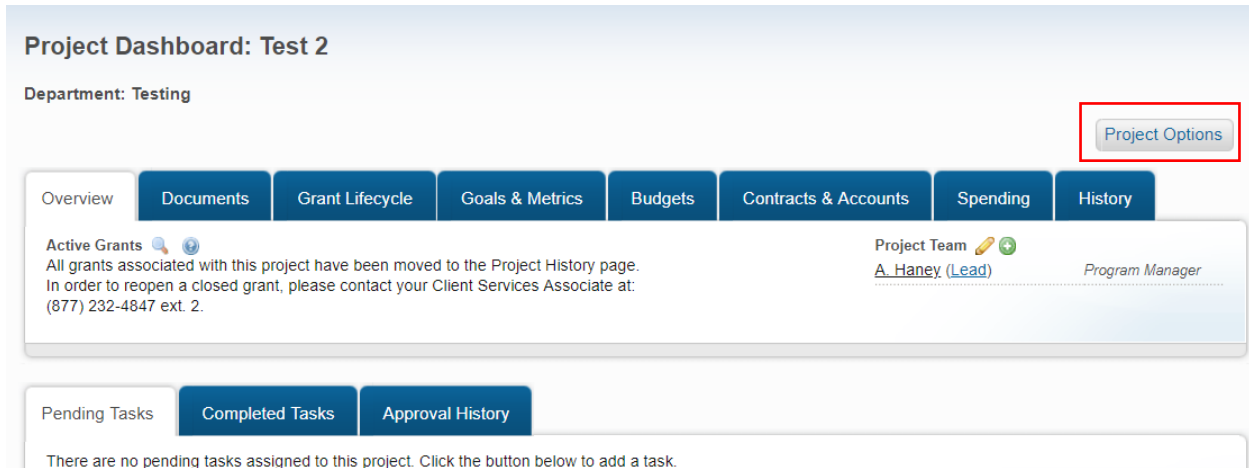
The screenshot shows a dashboard with tabs: Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, and Contracts & Accounts. Under 'Active Grants', there is a card for 'FD3886: FY2018' with 'Stage: Implementation', 'Awarded: \$12,000.00', and 'Match: \$4,000.00'. The project name is 'FD3886 KaBOOM!: Creative Play Grants: Imagination Playground - FY 2018'. The project manager is listed as 'J. Brayer'. Under 'Available Actions', there is a list of radio button options. The option 'I am ready to close this grant' is highlighted with a red rectangular box.

Complete the required fields and select “Save”:

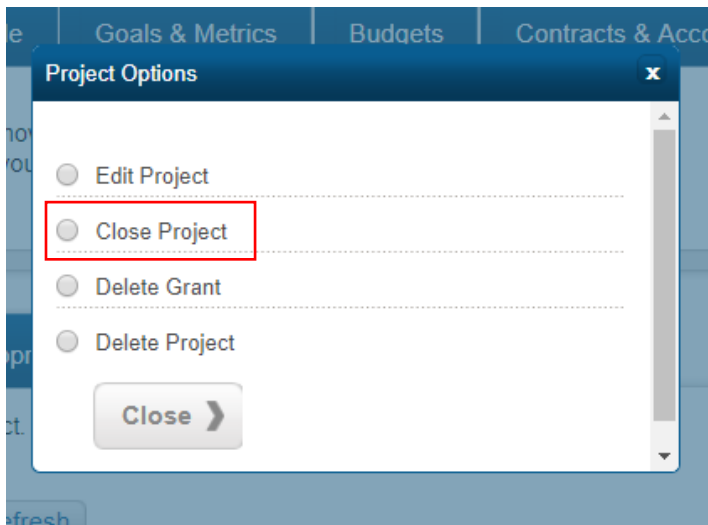
The screenshot shows the 'Grant Status - Close Grant' form for the 'Demo Playground Project'. The form has a blue header 'Complete Status Form'. The 'Grant' field is pre-filled with 'FD3886 KaBOOM!: Creative Play Grants: Imagination Playground - FY 2018'. The 'Closed Date' field is empty with a calendar icon. The 'Closed By' field is a dropdown menu with 'Jason Brayer' selected. The 'Closure Type' field is a dropdown menu with 'Please select a closure type' selected. The 'Notes' field is a text area with a character count of '500 Characters Left'. Below the form is an 'Upload Files' section with an 'Attach Files' button and a folder icon. At the bottom, there are 'Save' and 'Cancel' buttons.

This will only close out the grant funding source for the project and not the project itself. If you have completed the project, you must now close the project in your project dashboard.

In the project dashboard, select project options:



Then select Close Project:



This will remove the project from your “my projects” list.