

# Grants Closeout



## What is the purpose?

The Grants Closeout module is used by Agency staff to track and monitor the closeout status of grant applications. It interfaces with the Closeout Module in the eRA Commons where grantees electronically complete their grant closeout reporting requirements. Agency staff use the internal system to electronically process and file the information necessary to close out a grant.

## What are the features of Grant Closeout?

Grants Closeout streamlines the closeout process at the conclusion of a grant by allowing Agency users to:

- Identify grants eligible for closeout and undo that identification should subsequent funding be awarded or the grant extended without funds
- Assign a closeout specialist
- Track and request required closeout documents from grantee institutions
- Create an official checklist to ensure required actions are taken

The module Interfaces with the eRA Commons Closeout module to capture electronically submitted documents.

## What is the benefit?

The Grant Closeout module assists in assuring compliance of the closeout requirements and streamlines what has traditionally been a paper-intensive process.

## Who can use Grants Closeout?

### Internal users

- Grants Management Specialist with the Closeout role
- Grant Closeout Administrator

The Grant Management Specialist and the Grant Closeout Administrator have access to the Grants Closeout module through IMPAC II.