

Quick Sheet: Mark a Grant Closed





Audience: Grants Management Officers (GMO)

PURPOSE

The Grants Management Officer (GMO) has the option to *Mark a Grant Closed* without creating an Amendment action if the grant is expired and already closed out in the accounting system.

To Mark a Grant Closed:

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. From the “Grants List” screen, enter **search criteria** and click the **Search** icon (magnifying glass).
3. The screen refreshes with results populated in a table below the search fields. Locate the desired grant.
4. From the second column of the table, click the **blue plus sign** to expand the row.

Grant Number or FAIN			
Organization		university   	
Search within results		Search Export Results Hide Columns ▾	
1 - 50 of 53 items		50 100 150 200 1000	
<input type="checkbox"/>	Program Office	Grant Program	1 ▲ Grant Number 2 ▲ Organization
<input type="checkbox"/>	 - Central Program Office	Discretionary Projects	9 6 University

- From the *Actions* column, click the **Mark Grant Closed** link.

Search within results Search Export Results Hide Columns

1 - 50 of 53 items 50 | 100 | 150 | 200 | 1000

	Program Office	Grant Program	1	Grant Number	2	Organization	Project Period Start Date3
<input type="checkbox"/>	- Central	Discretionary Projects		9 9		University	
<input type="checkbox"/>	- Central	Discretionary Projects		9 9		University	
<input type="checkbox"/>	Program Office	FAIN: 9 9					Actions Award Summary Contact Management View Report Forms Change Project Locale Manage Commitment Terms and Conditions Manage Project Abstract Closeout Checklist Mark Grant Closed Closeout by Budget Period
		Project Title: PRIORITY					
		Budget Period: 5		Project Locale: None			
		Start Date: 09/30/		Categories: None			
		End Date: 05/31/		Non Competing Continuation			
		Federal Budget: \$284,939.00		Status: Not Required			
		Last Issued Award		Project Liquidation Date: 05/31/			
		Grant Number: 9 9-05-02					
		Issued Date: 03/07/					

- A confirmation message appears. To continue, click the **OK** button.

Note: This action closes the grant in GrantSolutions and does not transmit any transactions to accounting.

Message from webpage

This will close the selected grant without an award action and will not send the transaction to accounting. Do you want to continue?

OK Cancel

- The “Grants List” screen refreshes. When the row is expanded, the Closeout date is displayed.

<input type="checkbox"/>	- Central	Discretionary Projects	9 9	University	09/30/
	Program Office	FAIN: 90CA1569			
		Project Title:			
		Budget Period: 5	Project Locale: None		
		Start Date: 09/30/	Categories: None		
		End Date: 05/31/	Non Competing Continuation		
		Federal Budget: \$284,939.00	Status: Not Required		
		Closeout Date: 10/16/2018	Project Liquidation Date: 05/31/		
		Last Issued Award			


Actions
[Award Summary](#)
[Contact Management](#)
[View Report Forms](#)
[Change Project Locale](#)
[Manage Commitment](#)
[Terms and Conditions](#)
[Manage Project Abstract](#)
[Closeout Checklist](#)
[Reopen Marked Closed](#)

Note: Although the Grant is now closed, it may still be reopened if necessary.

REOPEN A GRANT MARKED CLOSED

To Reopen a grant:

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. From the “Grants List” screen, enter **search criteria** and click the **Search** icon (magnifying glass).
3. The screen refreshes with results populated in a table below the search fields. Locate the desired grant.
4. From the second column of the table, click the **blue plus sign** to expand the row.

<input type="text" value="Search within results"/>		<input type="button" value="Search"/>	<input type="button" value="Export Results"/>	<input type="button" value="Hide Columns"/>		
1 - 50 of 53 items				50 100 150 200 1000		
<input type="checkbox"/>		Program Office	Grant Program	1 ▲	Grant Number	2 ▲ Organization
<input type="checkbox"/>		<div> - Central</div> Program Office	<div>Discretionary Projects</div>		9 9	University , .

5. From the *Actions* column, click the **Reopen Marked Closed** link.

1 - 50 of 53 items

50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>	Program Office	Grant Program	1 ▲	Grant Number	2 ▲	Organization	Project Period Start Date3
<input type="checkbox"/>	<div><div><div></div></div><div>- Central</div></div> <div>Program Office</div>	Discretionary Projects		99		University	09/30/
	<div><div>FAIN:</div><div>99</div></div> <div><div>Project Title:</div><div></div></div> <div><div>Budget Period:</div><div>5</div></div> <div><div>Start Date:</div><div>09/30/</div></div> <div><div>End Date:</div><div>05/31/</div></div> <div><div>Federal Budget:</div><div>\$284,939.00</div></div> <div><div>Closeout Date:</div><div>10/16/2018</div></div> <div><div>Last Issued Award</div><div></div></div>						<div>Actions</div> <div>Award Summary</div> <div>Contact Management</div> <div>View Report Forms</div> <div>Change Project Locale</div> <div>Manage Commitment</div> <div>Terms and Conditions</div> <div>Manage Project Abstract</div> <div>Closeout Checklist</div> <div>Reopen Marked Closed</div>

6. The “Grants List” screen refreshes. When the row is expanded, the Mark Grant Closed link appears in the *Actions* column.