


Subrecipients: Award Closeout

Objective: Subrecipients understand how to initiate closeout of their grant award in the [eCivis Grants Portal](#).

From the eCivis Grants Portal home page, select the My Awards tab from the left pane. Next to the Grant Award a Subrecipient wishes to initiate closeout, select the *Horizontal Lines*  under the **Actions** column, and *Manage Award*.

Within the **Award Dashboard**, click the *Award Closeout* button.



A “Warning” message will appear. Review the bulleted information (included below) & click the *OK* button to proceed.

Warning!

Are you sure you want to close this grant program? If you continue the following will occur:

- You cannot submit additional project tasks or financial reports
- You cannot complete pending tasks.
- Any reports that are “Pending Approval” will be automatically rejected when the grantor approves this final financial report.
- Any unspent funds will be deobligated and returned to the grantor

If you proceed, this next process will allow you to submit your final financial report.

Cancel OK


The **Award Closeout** screen will display the following information:

- Award Detail:** This section displays an overview of the award being closed out.
- Award Financial Overview:** This section displays financial information about the award and will update as the final financial report is completed.
- Financial Report Details:** This section allows the final financial report to be filed. The process to file this report is identical to [Step 5: Submitting Financial Reports](#), including seeking final reimbursement for the final financial report by clicking the *Reimbursement Request* checkbox.
- Financial Report Narrative*:** This section allows for a narrative at closeout.
- Financial Report Files:** This section allows for files to be uploaded for closeout. Final program files can be uploaded by clicking the *Upload File* button.

Once the sections listed above are complete, click the red *Submit Report* button.

Save & Close Submit Report Cancel

A warning screen will appear. Depending on the details of the closeout, the warning screen will display unspent funds.

Click the *Ok* button  to start the closeout process.

The **Award Dashboard** will now show that the award has begun the closeout process.

This award has begun closeout. During this time you may not complete further tasks or reporting. Your grantor is currently reviewing your final report. Please contact them directly if you have any questions during this process.