



## **Grants Management Division (GMD)**

### **User Manual**

#### **Award Closeout Processing**

NOAA Grants Online Program Management Office

September 2019  
Version 4.28



**Table of Contents**

Closeout Process..... 5

*Initiate Financial Closeout*..... 6

*Initiate Administrative (Manual) Closeout*..... 12

*Override Options*..... 19

        Initiate Financial Closeout - Override Option..... 19

        Initiate Administrative (Manual) Closeout - Override Option..... 21

This page intentionally left blank

## Closeout Process

The closeout process cannot begin until the Award expiration date has passed and the Award status has changed from Accepted to Expired. The Grantee can then submit the Final Performance Progress Report and the Final Federal Financial Report. When all Final reports are received and accepted (steps 1 - 3b/4b on the GMD-4 process map), the Grant Specialist(s) affiliated with the Line Office/Region for the Award receives an email notification that work can then commence on the Financial Closeout (step 6 on the GMD-4 process map). The De-Obligation memo is sent to the Grants Officer for approval. Once the De-Obligation memo is approved, any remaining ASAP funds should be de-authorized.

When the Financial Closeout is complete, the Administrative (Manual) Closeout must also be addressed. Completion of the Administrative Closeout is a manual process that requires one of three responses: Yes, No, or N/A to a series of questions.

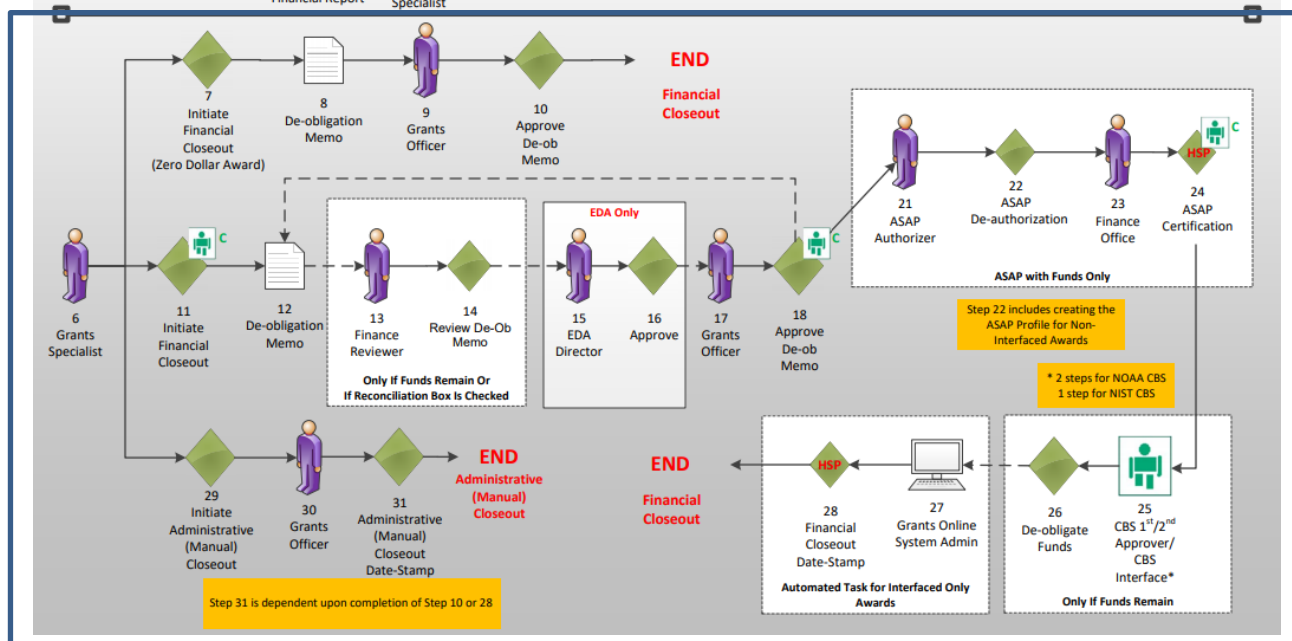
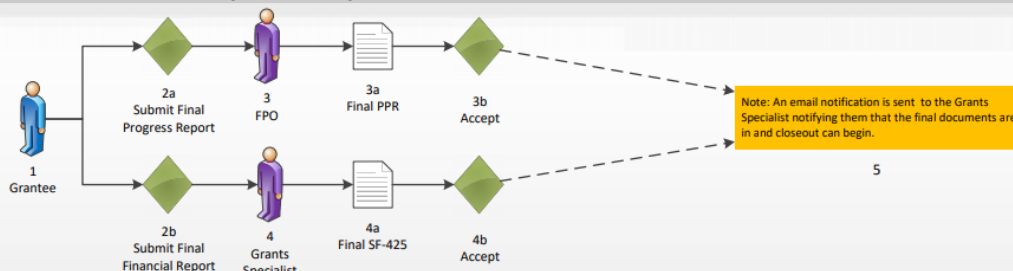
Please note, step-by-step instructions in this guidance document focus on steps 6 – 31 on the GMD-4 process map below (surrounded by the blue box).

**Note (EDA):** In this document the term Grants Management Division (GMD) is synonymous to Grants Management.

### Closeout Workflow (GMD-4)

February 25, 2019

Version 4.26



## Initiate Financial Closeout

1. There is no task to initiate the Financial Closeout of an Award. To commence the Financial Closeout, click the **Awards** tab and then click the **Search Awards** link.
2. From the Search Awards page, the user has the option to input information for one or more data element(s) or just click the **Search** button to view Awards for his/her organization.
3. Click the **Search** button.

### Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

4. When the search results display, click the **Award Number** link for the Award for which the Financial Closeout should occur.

### Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Please use the above fields to narrow down your search. Searches are not case-sensitive.  
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

#### Search Results

2 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA18NOS4820019</a>	2005815	MARSH ELECTRONICS, INC.		RGSN TEST 4.24 -- Closeout \$ left	Accepted	Tonny Marr
<a href="#">NA18NOS4810028</a>	2005809	ECO-KINETIC, LLC			Expired	None Designated

5. The Grants File launch page is displayed. Choose **Initiate Financial Closeout** from the Action dropdown menu and click the **Submit** button.

**Grants File - NA18NOS4810020**

**Id:** 2686913  
**Status:** Expired

**Action:** Please select an action **Submit**

**Your Comments:**

- Please select an action
- Create Administrative Amendment
- Create Award Action Request
- Create Enforcement
- Create SF270
- Initiate Financial Closeout**
- Initiate Manual Closeout
- Request Extension to Closeout
- Submit Additional Closeout Documents
- Submit Satisfied Special Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel



**NOTE:** If the user does not have the **Initiate Financial Closeout** option, refer to the [Override Section](#).

6. The De-obligation Memo is displayed.

**MEMORANDUM:** NOAA Finance Office  
**FROM:** Grants Management Division  
**SUBJECT:** FINANCIAL CLOSEOUT  
De-obligation Request for Award:  
NA18NOS4810020

**Total Federal Funding** (entire award): \$250.00  
**Recipient Name:** ECO-KINETIC, LLC  
**EIN:** 453478252  
**DUNS:** 006471761  
**ASAP ID** (if applicable):  
**Award Period:** 10/01/2017 - 11/06/2017  
**Federal Program Officer:** Ana Holt  
**Obligation Number:** (Available only for Interfaced Awards) 785327  
**Total De-obligation Amount from CBS:** (Available only for Interfaced Awards) \$250.00

Item #/MDL	ACCS	Amount to De-obligate
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00 41-11-00-00	\$250.00

The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

**URI:**  
**\*Justification for De-obligation:**  
----- (select template) -----

**\*Financial Closeout Checklist:**  
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:

**Grants Officer Approval:**  
**Finance Office Approval:** N/A

**Attachments:**  
No attachments.

Add new Attachment: [+]  
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.  
[Large File Guidance](#)

**Save and Start Workflow** **Save** **Cancel** **Print Memo** **Print Final Financial Report**



**NOTE:** If any money remains on a NOAA Interfaced Award, the Financial Closeout Checklist box will be checked automatically. When the Financial Closeout Checklist box is checked, the memo will automatically go to the Finance Reviewer for review.

- The section in the blue box below indicates the **Total De-obligation Amount from CBS** and the subsequent **ACCS Line** are only applicable to NOAA Interfaced Awards. For all other Awards, the de-obligation amount defaults to zero on the screen but the actual de-obligation amount is based on the Final Financial Report.

MEMORANDUM:	NOAA Finance Office	
FROM:	Grants Management Division	
SUBJECT:	FINANCIAL CLOSEOUT	
	De-obligation Request for Award:	
	NA18N054810020	
<b>Total Federal Funding</b> (entire award):	\$250.00	
<b>Recipient Name:</b>	ECO-KINETIC, LLC	
<b>EIN:</b>	455478252	
<b>DUNS:</b>	006471761	
<b>ASAP ID</b> (if applicable):		
<b>Award Period:</b>	10/01/2017 - 11/06/2017	
<b>Federal Program Officer:</b>	Ana Holt	
<b>Obligation Number:</b> (Available only for Interfaced Awards)	785327	
<b>Total De-obligation Amount from CBS:</b> (Available only for Interfaced Awards)	\$250.00	
<b>Item # / MDL</b>	<b>ACCS</b>	<b>Amount to De-obligate</b>
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00 41-11-00-00	\$250.00

- Under Justification for De-obligation, choose the applicable template.

URI:

**Justification for De-obligation:**

----- (select template) -----  
 ----- (select template) -----

- Closeout Not Reconciled
- Closeout Reconciles
- Closeout Return Check
- Declined Amendment
- NIST-Closeout Reconciles
- Reduction in Funding
- Research Set Aside

0 / 4000 **Spell Check**

The selected template results in standard language being populated in the text box. The user should modify as appropriate.

URI:

**Justification for De-obligation:**

Closeout Reconciles

The Grants Management Division received the Final SF-425 (attached) and authorizes the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

301 / 4000 **Spell Check**

- As appropriate, update the Financial Closeout Checklist checkbox.

**Financial Closeout Checklist:**

The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:



**NOTE:** EDA must manually check this box if there is money left on the Award.



10. To include attachments, at the bottom of the screen, click the **[+]** sign beside the words Add new Attachment.

**Attachments:**  
No attachments.

Add new Attachment: **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.  
[Large File Guidance](#)

**Save and Start Workflow** | **Save** | **Cancel** | **Print Memo** | **Print Final Financial Report**

11. When the below screen displays, there are two mandatory fields: Filename\* and Description\*. Click the **Choose File** button to navigate to the file you would like to attach. Provide a brief description of the attachment. When finished with data entry, click the **Save Attachment** button.

**Attachments:**  
No attachments.

Add new Attachment: **[+]**

Filename: \* **Choose File** | no file chosen

Description: \*

Internal use only  **Spell Check**

**Save Attachment**

Any changes to information on this page should be saved before adding or removing attachments.  
[Large File Guidance](#)

12. The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow should be started after all relevant information has been entered for the de-obligation memo and all attachments have been included.

MEMORANDUM: NOAA Finance Office  
FROM: Grants Management Division  
SUBJECT: FINANCIAL CLOSEOUT  
De-obligation Request for Award:  
NA18NOS4810020

**Total Federal Funding** (entire award): \$250.00  
**Recipient Name:** ECO-KINETIC, LLC  
**EIN:** 455478252  
**DUNS:** 006471761  
**ASAP ID** (if applicable):  
**Award Period:** 10/01/2017 - 11/06/2017  
**Federal Program Officer:** Ana Holt  
**Obligation Number:** (Available only for Interfaced Awards): 785327  
**Total De-obligation Amount from CBS:** \$250.00  
(Available only for Interfaced Awards)

Item #/MDL	ACCS	Amount to De-obligate
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00-00 41-11-00-00	\$250.00

The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

**URI:**  
**\*Justification for De-obligation:**  
(Closeout Reconciles)  
The Grants Management Division received the Final SF-425 (attached) and authorized the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

**\*Financial Closeout Checklist:**  
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:

**Grants Officer Approval:**  
**Finance Office Approval:** N/A

**Attachments:**

Name	Short Description	Created Date	Internal Use Only	Remove
Attachment.docx	Attachment description	11/13/2017 02:55:13 PM	No	Remove

**Download All** | [Large File Guidance](#)

Add new Attachment: **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

**Save and Start Workflow** | **Save** | **Cancel** | **Print Memo** | **Print Final Financial Report**

- If funds remain or if the reconciliation box is checked, to move the de-obligation memo forward in the closeout process, the Grants Specialist should choose **Forward De-obligation to Finance Reviewer** from the Action dropdown menu.

**Financial Closeout - NA18NOS4810020**

**Id:** 2686957  
**Status:** In Progress: GrantsSpecialistActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action

**Forward De-obligation to Finance Reviewer**

Revalidate De-obligation Memo

Revalidate De-obligation Memo and Ignore Warnings

Review/Revise De-obligation Memo

Spell Check

Save Comment

If no funds remain, the user will have the option to **Forward De-obligation to Grants Officer**. After selecting the appropriate option click the **Submit** button to complete the task.

**Financial Closeout - NA18NOS4820010**

**Id:** 2687161  
**Status:** In Progress: GrantsSpecialistActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action

**Forward De-obligation to Grants Officer**

Revalidate De-obligation Memo

Revalidate De-obligation Memo and Ignore Warnings

Review/Revise De-obligation Memo

Spell Check

Save Comment

- Once the Financial Reviewer approves the de-obligation memo, the task is sent to the Grants Officer for approval. The screen below shows Review De-obligation as a task in the Grants Officer's Inbox.

**Your Tasks**

Document Type: All Status: Open Apply Filter >>

23 items found, displaying all items.1

View	Award Number	Document Type	Approved Federal Funding	Total Federal Funding	Task Status	Task Received Date	Task Name	Start Date	Completed Date	Document Id	Task Id	RFA Name	Proposal Number
<a href="#">View</a>	NA18NOS4810020	Financial Closeout	\$250.00	\$250.00	Not Started	11/13/2017	Review De-obligation			2686957	5612372	N/A	N/A
<a href="#">View</a>	NA18NOS4820009	Award File	\$300.00	\$300.00	In Progress	10/18/2017	Review Award File	10/18/2017		2686606	5610524	TEST INCRFA -2018 A	N/A
<a href="#">View</a>	NA18NOS4820003	Award File	\$30.00	\$600.00	Not Started	10/18/2017	Review Release of			2686579	5610466	TEST Grants.gov	N/A

15. When appropriate, the Grants Officer should choose the **Review / Revise De-obligation Memo** option and when satisfied with the details in the Memo, choose the **Approve De-Obligation Memo** option from the Action dropdown menu. Click the **Submit** button

**Financial Closeout - NA18NOS4810020**

**Id:** 2686957  
**Status:** In Progress: GrantsOfficerActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action

Approve De-Obligation Memo

Return De-obligation Memo to Grants Specialist

Review/Revise De-obligation Memo

Spell Check

Save Comment



**NOTE:** If the Grants Officer attempts to approve the De-Obligation Memo for a NOAA Interfaced Award more than 90 days after the Award expiration date, ASAP processing is no longer available. Therefore, an error message will be displayed. To remedy the error, the Grants Officer must notify the Grants Online Help Desk in writing regarding the error. The Help Desk contacts GMD on behalf of the Grants Officer. GMD updates the data so the Grants Officer can approve the Financial Closeout De-Obligation Memo in Grants Online.

16. This completes the Financial Closeout task. If the user navigates to the Grant File, this is noted as per the screenshot below.

**Sub Documents**

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	<a href="#">2686919</a>	Closeout Processing Document - Ana Holt	Expired - De-obligated	11/13/2017	\$250.00	\$250.00
Special Award Condition Report	<a href="#">2686919</a>	Special Award Condition Report			\$0.00	\$0.00
Award File 0	<a href="#">2686914</a>	Closeout Processing Document - Ana Holt	Accepted	11/07/2017	\$250.00	\$0.00

Export options: [Excel](#)

**Associated Documents**

Type	ID	Title	Status	Status Date
Financial Closeout	<a href="#">2686957</a>	Financial Closeout	Completed	11/13/2017

Export options: [Excel](#)

**[Correspondence and Federal Reports](#)** (This section not viewable by recipient users.)

## Initiate Administrative (Manual) Closeout

1. There is no task to initiate the Administrative (Manual) Closeout of an Award. To commence the Administrative (Manual) closeout, click the **Awards** tab and then click the **Search Awards** link.
2. From the Search Awards page, the user has the option to input information for one or more data element(s) or click the **Search** button to view Awards for his/her organization.
3. Click the **Search** button.

**Search Awards**

Award Number: NA18NOS48%

Recipient Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Award Status: All ▾

PI-PD Last Name: \_\_\_\_\_

Supplementary Information Category: \_\_\_\_\_ ▾

Supplementary Value: \_\_\_\_\_

**Search** **Reset**

4. When the search results display, click the **Award Number** link next to the Award for which the Administrative (Manual) Closeout should occur.

**Search Results**

2 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
NA18NOS4820019	2005815	MARSH ELECTRONICS, INC.		RGSN TEST 4.24 -- Closeout \$ left	Accepted	
NA18NOS4810020	2005809	ECO-KINETIC, LLC		Closeout Processing Document - Ana Holt	Expired	None Designated

5. The Grants File launch page is displayed. Choose **Initiate Manual Closeout** from the Action dropdown menu and click the **Submit** button.

**Grants File - NA18NOS4810020**

**Id:** 2686913  
**Status:** Expired - De-obligated

**Action:** Please select an action ▾ **Submit**

**Your Comments:** Please select an action

- Initiate Manual Closeout
- Request Extension to Closeout
- Submit Additional Closeout Documents
- Submit Satisfied Special Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

**Save Comment**



**NOTE:** If the user does not have the **Initiate Manual Closeout** option, refer to the [Override Section](#).

6. The Administrative (Manual) Closeout screen is displayed. A response **must** be provided for each item.

Award Number: NA18GOT9980014

Name of non-Federal entity: **ATLANTIC SALMON FEDERATION INC**

\* 1. Have all the countersigned copies of the grant award/amendments been accepted?  Yes  
 No  
 N/A

\* 2. Have the Cost-Share/Match requirements been met in accordance with award requirements?  Yes  
 (Refer to Grant File header, PO Checklist, SF-424/SF-424A, and Final SF-425, etc.)  No  
 N/A

\* 3. Are the indirect cost requirements consistent with the award and the Indirect Cost Rate Agreement attached to the Organizational Profile?  Yes  
 No  
 N/A

\* 4. As identified on the Program Officer's checklist, Federal Agency-owned equipment provided to the non-Federal entity for use under this award was accounted for on a SF-428B.  Yes  
 No  
 N/A

\* 5. A Tangible Personal Property Report (SF-428, SF-428B, or SF-428S, as needed) for this non-research award with budgeted equipment and/or supplies in excess of \$5,000 in accordance with the final budget (SF-424A) was submitted.  Yes  
 No  
 N/A

\* 6. If real property was purchased under the award, ensure the Real Property Report (SF-429) has been received and attached to the grants file.  Yes  
 No  
 N/A

\* 7. Proper documentation was submitted for patents/royalties/inventions contemplated under this award.  Yes  
 No  
 N/A

\* 8. Have all the Specific Award Conditions (SACs) with due dates been satisfied?  Yes  
 No  
 N/A

\* 9. Has the final Federal Financial (SF-425) Report been received and accepted?  Yes  
 No  
 N/A

\* 10. If applicable, has the final Request for Advance or Reimbursement (SF-270) payment been received and accepted?  Yes  
 No  
 N/A

\* 11. Has the final performance progress report been received and accepted?  Yes  
 No  
 N/A

\* 12. If there are un-obligated federal funds remaining, confirm that the de-obligation process is complete.  Yes  
 No  
 N/A

\* 13. Is the Single Audit report current before closing out the expired award? Ensure that the Single Audit report and/or the Image Management System (IMS) report is current and attached to the organizational profile.  Yes  
 No  
 N/A

\* 14. If applicable, has the "For-profit Audit Requirement" SAC been satisfied?  Yes  
 No  
 N/A

Note: The Attachments link does not appear until the document is saved.

**Save** **Save and Start Workflow** **Cancel**

7. At any time to add an attachment click the **Save** button; the Attachments link is visible at the bottom of the page. Click the **[+]** sign beside the words Add New Attachment.

Award Number: NA18GOT9980014

Name of non-Federal entity: **ATLANTIC SALMON FEDERATION INC**

\* 1. Have all the countersigned copies of the grant award/amendments been accepted?  Yes  
 No  
 N/A

\* 2. Have the Cost-Share/Match requirements been met in accordance with award requirements? (Refer to Grant File header, PO Checklist, SF-424/SF-424A, and Final SF-425, etc.)  Yes  
 No  
 N/A

\* 3. Are the indirect cost requirements consistent with the award and the Indirect Cost Rate Agreement attached to the Organizational Profile?  Yes  
 No  
 N/A

\* 4. As identified on the Program Officer's checklist, Federal Agency-owned equipment provided to the non-Federal entity for use under this award was accounted for on a SF-428B.  Yes  
 No  
 N/A

\* 5. A Tangible Personal Property Report (SF-428, SF-428B, or SF-428S, as needed) for this non-research award with budgeted equipment and/or supplies in excess of \$5,000 in accordance with the final budget (SF-424A) was submitted.  Yes  
 No  
 N/A

\* 6. If real property was purchased under the award, ensure the Real Property Report (SF-429) has been received and attached to the grants file.  Yes  
 No  
 N/A

\* 7. Proper documentation was submitted for patents/royalties/inventions contemplated under this award.  Yes  
 No  
 N/A

\* 8. Have all the Specific Award Conditions (SACs) with due dates been satisfied?  Yes  
 No  
 N/A

\* 9. Has the final Federal Financial (SF-425) Report been received and accepted?  Yes  
 No  
 N/A

\* 10. If applicable, has the final Request for Advance or Reimbursement (SF-270) payment been received and accepted?  Yes  
 No  
 N/A

\* 11. Has the final performance progress report been received and accepted?  Yes  
 No  
 N/A

\* 12. If there are un-obligated federal funds remaining, confirm that the de-obligation process is complete.  Yes  
 No  
 N/A

\* 13. Is the Single Audit report current before closing out the expired award? Ensure that the Single Audit report and/or the Image Management System (IMS) report is current and attached to the organizational profile.  Yes  
 No  
 N/A

\* 14. If applicable, has the "For-profit Audit Requirement" SAC been satisfied?  Yes  
 No  
 N/A

**Attachments:**

No attachments.

Add new Attachments: **[+]**

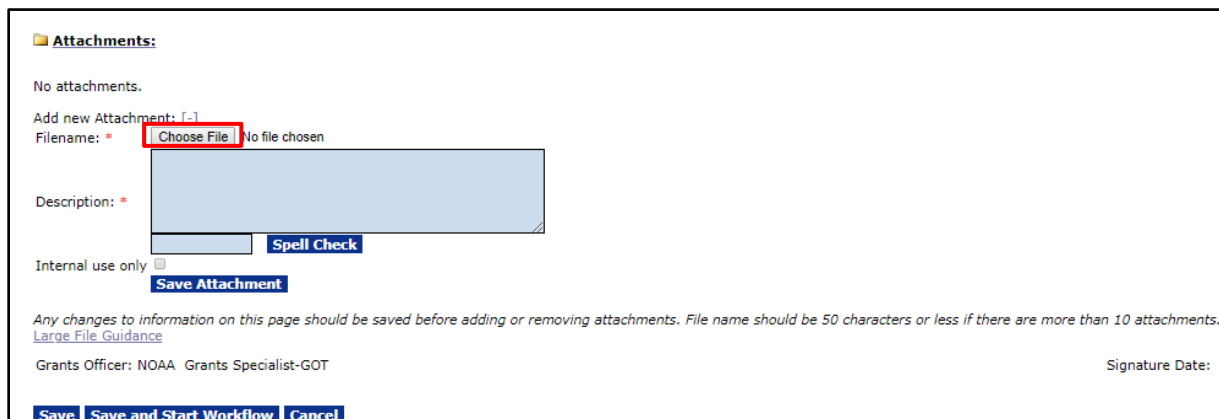
*Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.*

[Large File Guidance](#)

Grants Officer: \_\_\_\_\_ Signature Date: \_\_\_\_\_

**Save Save and Start Workflow Cancel**

8. When the Attachments section displays, there are two mandatory fields: Filename\* and Description\*. Click the **Choose File** button to navigate to the file you would like to attach.



**Attachments:**

No attachments.

Add new Attachment: [-]

Filename: \* **Choose File** No file chosen

Description: \*

Internal use only

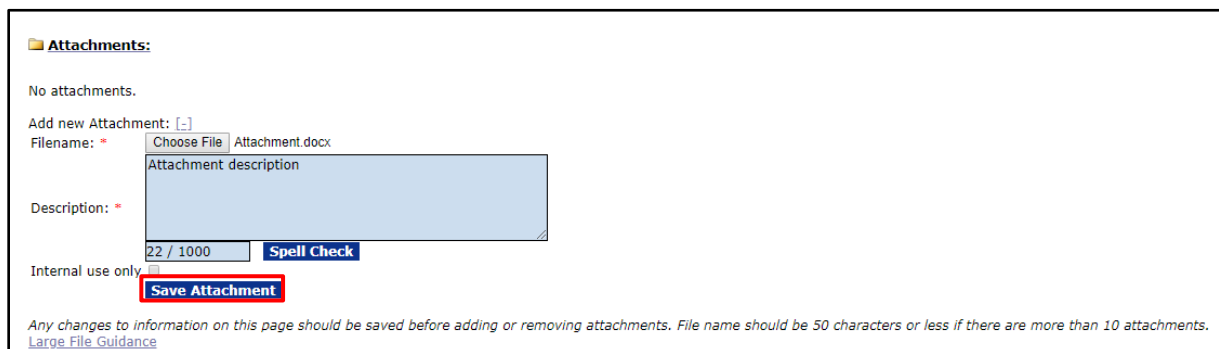
**Save Attachment**

*Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments. [Large File Guidance](#)*

Grants Officer: NOAA Grants Specialist-GOT Signature Date:

**Save** | **Save and Start Workflow** | **Cancel**

9. Provide a brief description of the attachment. When finished with data entry, click the **Save Attachment** button.



**Attachments:**

No attachments.

Add new Attachment: [-]

Filename: \* Choose File Attachment.docx

Description: \* Attachment description

Internal use only

22 / 1000 **Spell Check**

**Save Attachment**

*Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments. [Large File Guidance](#)*

10. The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow cannot start until all questions have been answered.

Award Number: NA18GOT9980014

Name of non-Federal entity: **ATLANTIC SALMON FEDERATION INC**

- \* 1. Have all the countersigned copies of the grant award/amendments been accepted?  Yes  
 No  
 N/A
- \* 2. Have the Cost-Share/Match requirements been met in accordance with award requirements? (Refer to Grant File header, PO Checklist, SF-424/SF-424A, and Final SF-425, etc.)  Yes  
 No  
 N/A
- \* 3. Are the indirect cost requirements consistent with the award and the Indirect Cost Rate Agreement attached to the Organizational Profile?  Yes  
 No  
 N/A
- \* 4. As identified on the Program Officer's checklist, Federal Agency-owned equipment provided to the non-Federal entity for use under this award was accounted for on a SF-428B.  Yes  
 No  
 N/A
- \* 5. A Tangible Personal Property Report (SF-428, SF-428B, or SF-428S, as needed) for this non-research award with budgeted equipment and/or supplies in excess of \$5,000 in accordance with the final budget (SF-424A) was submitted.  Yes  
 No  
 N/A
- \* 6. If real property was purchased under the award, ensure the Real Property Report (SF-429) has been received and attached to the grants file.  Yes  
 No  
 N/A
- \* 7. Proper documentation was submitted for patents/royalties/inventions contemplated under this award.  Yes  
 No  
 N/A
- \* 8. Have all the Specific Award Conditions (SACs) with due dates been satisfied?  Yes  
 No  
 N/A
- \* 9. Has the final Federal Financial (SF-425) Report been received and accepted?  Yes  
 No  
 N/A
- \* 10. If applicable, has the final Request for Advance or Reimbursement (SF-270) payment been received and accepted?  Yes  
 No  
 N/A
- \* 11. Has the final performance progress report been received and accepted?  Yes  
 No  
 N/A
- \* 12. If there are un-obligated federal funds remaining, confirm that the de-obligation process is complete.  Yes  
 No  
 N/A
- \* 13. Is the Single Audit report current before closing out the expired award? Ensure that the Single Audit report and/or the Image Management System (IMS) report is current and attached to the organizational profile.  Yes  
 No  
 N/A
- \* 14. If applicable, has the "For-profit Audit Requirement" SAC been satisfied?  Yes  
 No  
 N/A

**Attachments:**

Name	Short Description	Created Date	Internal Use Only	Remove
Attachment.docx	Attachment description	09/11/2019 10:15:53 AM	No	<a href="#">Remove</a>

[Download All](#) [Large File Guidance](#)

Add new Attachment: [ $\pm$ ]  
*Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.*

Grants Officer: \_\_\_\_\_ Signature Date: \_\_\_\_\_

[Save](#) [Save and Start Workflow](#) [Cancel](#)



11. To complete the closeout process, the Grants Specialist should choose the **Forward Checklist to Grants Officer** option from the Action dropdown menu. Click the **Submit** button to complete the task.

**Closeout Checklist - NA18NOS4810020**

**Id:** 2686959  
**Status:** GrantsSpecialistActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
Forward Checklist to Grants Officer  
Review Closeout Checklist

Spell Check

Save Comment

12. The screen below shows the **Review GMD Closeout** task in the Grants Officer's Inbox. Click the **View** button on the line for that task.

**Your Tasks**

Document Type: All Status: Open Apply Filter >>

23 items found, displaying all items.1

	Award Number	Document Type	Task Id	Task Name	Task Status	Task Received Date	Total Federal Funding	Approved Federal Funding	Start Date	Completed Date	Document Id	Applicant Name
<a href="#">View</a>	NA18NOS4810020	Closeout Checklist	5612383	Review GMD Closeout	Not Started	11/13/2017	\$250.00	\$250.00			2686959	ECO-KINETIC, LLC
<a href="#">View</a>	NA18NOS4820009	Award File	5610524	Review Award File Progress	In Progress	10/18/2017	\$800.00	\$500.00	10/18/2017		2686606	SAVANNA PALLETS, INC.

- When appropriate, the Grants Officer should choose the **Review Closeout Checklist** option and when satisfied that all tasks have been complete, choose the **Close Award** option from the Action dropdown menu. Click the **Submit** button.

**Closeout Checklist - NA18NOS4810020**

**Id:** 2686959  
**Status:** GrantsOfficerActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
Close Award  
Return Closeout Checklist  
Review Closeout Checklist

Spell Check

Save Comment



**NOTE:** This step cannot be reversed.

- This completes the Award Closeout. If the user navigates to the Grants File, the Status is "Closed" and the Closeout Date is displayed as shown in the screen image below.

**Grants File - NA18NOS4810020**

**Id:** 2686913  
**Status:** Closed

**Action:** Please select an action Submit

**Your Comments:**  

Spell Check

Save Comment

**Attachments:**

**Grant Information**

<b>CFDA Number:</b> 11.481	<b>Award Period:</b> 10/01/2017 - 11/06/2017	<b>Program Office:</b> NOS National Center for Coastal Ocean Science (NCCOS)
<b>Program Officer:</b> Ana Holt	<b>Program Officer Phone:</b> 301-444-2746	<b>Program Officer Email:</b> testemail@msg2.rdc.noaa.gov
<b>Grants Specialist:</b> Alan Conway	<b>Grants Specialist Phone:</b> 301-628-1310 EXT-	<b>Grants Specialist Email:</b> testemail@msg2.rdc.noaa.gov
<b>Total Federal Funding:</b> \$250.00	<b>Total Non Federal Funding:</b> \$0.00	<b>Multi-Year:</b> No
<b>Organization Name:</b> ECO-KINETIC, LLC	<b>ASAP Recipient:</b> No	<b>High Risk Recipient:</b> No
<b>DBA Name:</b> null	<b>Project Title:</b> Closeout Processing Document - Ana Holt	
<b>SF-425 Frequency:</b> Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required	<b>Progress Report Frequency:</b> Semi-Annually	<b>Final Progress Report:</b> Comprehensive - a last interim report is required
<b>Final Reports Due On:</b> 02/04/2018	<span style="border: 1px solid red; padding: 2px;"><b>Closeout Date:</b> 11/29/2017</span>	
<b>PIs - PDs:</b> None Designated		

## Override Options

On occasion, the Grants Specialist will need to Initiate Closeout with the Override GMD Policy option. The circumstances for which an override will be necessary are as follows:

- The Grantee did not or cannot submit the Final Performance Progress Report
- The Grantee did not or cannot submit the Final Federal Financial Report
- An Award Action Request (AAR) was not completed, for example if the AAR was not accepted by the Grantee
- There is an Award File in Progress and the Grant has expired

**NOTE:** Once the Grants Specialist has started the Override option, the Grantee will not be able to submit the Final reports via Grants Online. Any additional reports can be uploaded as an attachment to the Grants File by the Grants Specialist.

In the case of an AAR that was not completed, any open actions will be labeled “Terminated” upon closeout.

### Initiate Financial Closeout - Override Option

1. There is no task to initiate the Financial Closeout of an Award. To commence the Financial Closeout, search for the appropriate Award and navigate to the Grants File launch page.
2. From the Grants File launch page choose **Initiate Financial Closeout – Override GMD Policy** from the Action dropdown menu and click the **Submit** button.

The screenshot displays the 'Grants File - NA18GOT9980034' interface. It shows the following details:

- Id:** 2693590
- Status:** Accepted
- Action:** A dropdown menu is open, showing various options. The option 'Initiate Financial Closeout - Override GMD Policy' is highlighted in blue.
- Your Comments:** A text input field is visible next to the dropdown menu.
- Submit:** A blue button with a red border is located to the right of the dropdown menu.

- The Financial Closeout screen displays. The screen lists the policy issues that require the override process. Enter the Justification for Overriding GMD Policy and click the **Save** button.

**Financial Closeout : NA18GOT9980034**

**Policy Issues:**  
Final Progress Report has not been accepted  
Final Financial Report has not been accepted and will be terminated

Justification for Overriding GMD Policy: \*  
Final reports not submitted. Performing override.  
Enter justification here. |

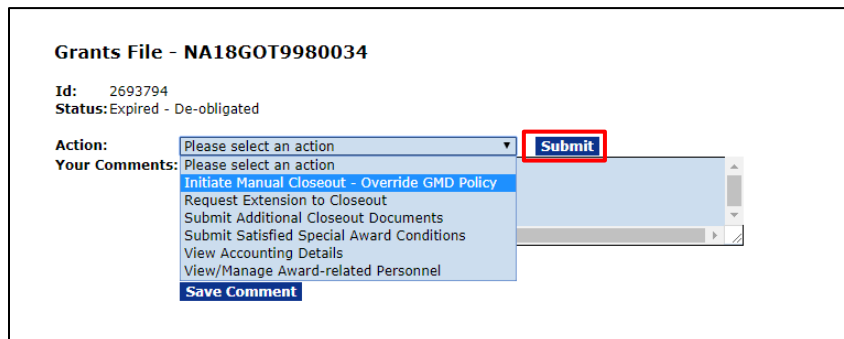
Justification entered by: NOAA Grants Specialist-GOT  
Date: 01/16/2018 10:46:33 AM EST

**Save** **Cancel**

- To continue with the process, reference steps 6 - 16 in the [Initiate Financial Closeout](#) section.

## Initiate Administrative (Manual) Closeout - Override Option

1. There is no task to initiate the Administrative (Manual) Closeout of an Award. To commence the Administrative (Manual) Closeout, search for the appropriate Award and navigate to the Grants File launch page.
2. From the Grants File launch page choose **Initiate Manual Closeout – Override GMD Policy** from the Action dropdown menu and click the **Submit** button.



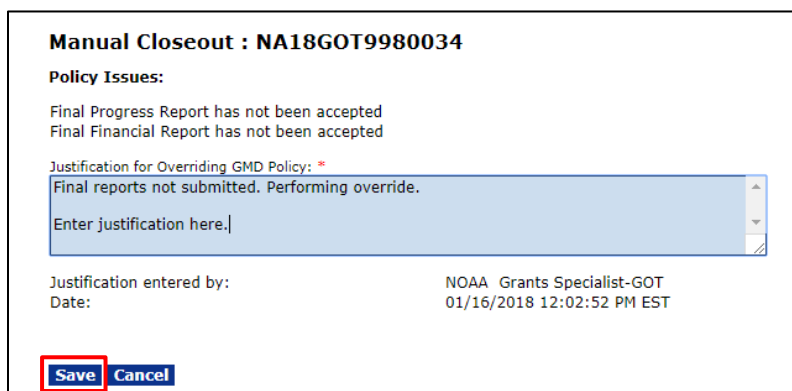
**Grants File - NA18GOT9980034**

**Id:** 2693794  
**Status:** Expired - De-obligated

**Action:** Please select an action **Submit**

**Your Comments:** Please select an action  
Initiate Manual Closeout - Override GMD Policy  
Request Extension to Closeout  
Submit Additional Closeout Documents  
Submit Satisfied Special Award Conditions  
View Accounting Details  
View/Manage Award-related Personnel  
**Save Comment**

3. The Manual Closeout Policy Issues screen displays. The screen lists the policy issues that require the override process. Enter the Justification for Overriding GMD Policy and click the **Save** button.



**Manual Closeout : NA18GOT9980034**

**Policy Issues:**  
Final Progress Report has not been accepted  
Final Financial Report has not been accepted

Justification for Overriding GMD Policy: \*  
Final reports not submitted. Performing override.  
Enter justification here.

Justification entered by: NOAA Grants Specialist-GOT  
Date: 01/16/2018 12:02:52 PM EST

**Save** **Cancel**

4. To continue with the process, reference steps 6 - 14 in the [Initiate Administrative \(Manual\) Closeout](#) section.

