

CLOSE OUT AN AWARD

Vermont State Colleges Office of Sponsored Projects

Step 1

Conduct 90-Day Review

Check the grant agreement to verify due dates and requirements for final reports. Review expenditures and make a projection for spending the remaining funds. Make final purchases. Ensure that grant-related effort has been appropriately charged and that cost-share match has been met.

Step 1a

Request Extension *(If applicable)*

If the grant activities won't be completed by the project end date, you may need to ask for an extension. After discussing this with the Office of Sponsored Projects, follow the funder's guidelines for requesting an extension.

Step 2

Conduct 30-Day Review

Ensure that remaining funds are being spent down. Identify outstanding invoices and p-card purchases. Work with the VSC Business Office to make sure that all journal entries are completed.

Step 3

Prepare Final Report

Follow the funder's guidelines for submitting the report. This is generally due 30 to 90 days after the grant closes, depending on the funder.

Step 4

Collaborate with Business Office on Financial Report

The VSC Business Office will prepare the final financial report and handle any final invoicing or drawdowns.
