



Submitting Closeout Documents

Where to Start: Complete/upload the closeout documents in the sponsor system in accordance with the sponsor's guidelines (if applicable).

Log into MyFunding and click the Awards tab. Search for the award and select the Name.

Awards

All Awards	Active Awards	Draft Awards	Awards in Review	Sub		
Filter by ⓘ	ID		AWD00002095			
ID	Name	SmartForm State	Long Title	PI First Name	PI Last Name	Department
AWD00002095	Closeouts	[Edit]	Active Closeouts	Natalie	Kaczmarek	Office of Sponsored Programs

Award Workspace Activities

1. Select Request Award Modification

Request Award Modification

2. Enter a Short title that mentions the closeout.

3. Provide a date.

Request Details

1. * Short title: 

Closeout

2. Date requested:

11/13/2024



4. Select Other Changes as the modification type.

3. Select Modification Type: 

- Revision | Supplement
- No Cost Extension
- Re-budget
- Carryover
- NGA Revised
- Early Termination
- Financial Account Change
- Personnel Change
- Sponsor Change
- Other Changes (T&C, Compliance Update, etc.)
- Demographic Changes Only

5. Select Finish.

6. Unlike other modification requests, Closeouts do not need Dean's office review. Select Submit to Specialist to send directly to OSP.

Draft

Edit Modification Request

[Print Version](#)

[→ Submit to Specialist](#)