APPENDIX G

GRANT-FUNDED PROJECT

Grant Period Close-Out Report

INSTRUCTIONS:

- The Grant Period Close-Out Report is prepared by the Grant Project Administrator and presented to the Grants Coordinator and the respective Vice President.
- The Grant Period Close-Out Report is prepared at the following time intervals:
  - 3-months prior to the close of the Grant Period.
  - Before the 15th day of the last month of the Grant Period.
- The Grant Period Close-Out Report is presented to the Grants Coordinator, along with a copy to the respective Vice President.

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1. **GRANT:** ☐ **CONTRACT:** ☐ **FOUNDATION:** ☐ **MOU:** ☐

   REVIEW DATE: _____

2. **GRANTOR:** _____

   GRANT PROJECT TITLE: _____

   CONTACT NAME: _____ **CONTACT PHONE:** _____

3. **GRANT PROJECT ADMINISTRATOR:** _____

4. **GRANT PERIOD:** Start Date: _____End Date: _____

5. **FINANCIAL:**

   Amount Awarded: _____

   Charge Center: _____

   Percent of Grant Award Expended: _____

   Percent of Funds Reimbursed: _____

   Comments:

PROVIDE THE FOLLOWING DOCUMENTATION AS ATTACHMENTS:

6. **STATUS OF OPEN PURCHASE ORDERS / PENDING INVOICES:**
   (Provide list of PO's, outstanding amounts, pending/expected invoices)

7. **ACTION PLAN** to complete all pending invoices.

8. **PROVIDE LIST OF** End of Grant Period Report(s), Evaluations, and Other Requirements due to be completed by End of Grant Period.

9. **ACTION PLAN** for addressing all Close-Out items not completed.

Prepared by: _____
GRANTS ADMINISTRATOR **Signature** **Date**

Reviewed by: _____
GRANT PROJECT COORDINATOR **Signature** **Date**

Reviewed by: _____
RESPECTIVE VICE PRESIDENT **Signature** **Date**

CC: President
Vice President of Administrative Services