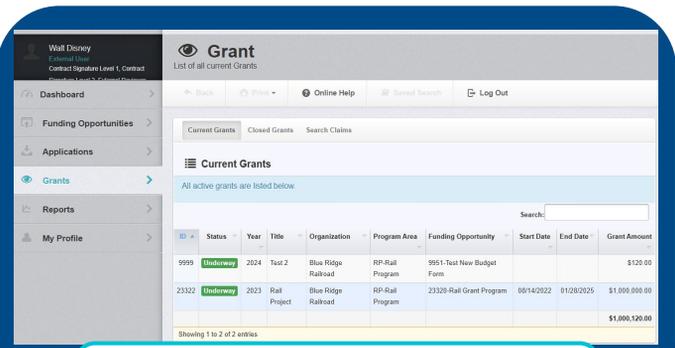
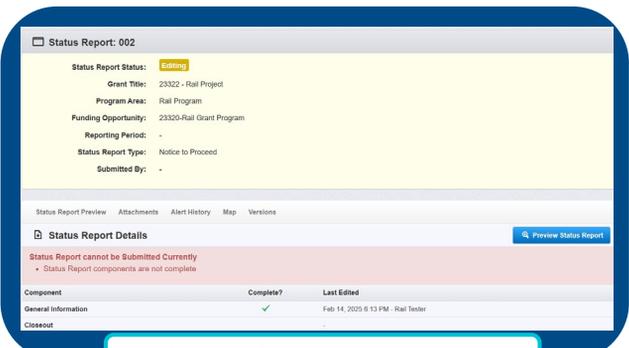


# Close a Grant

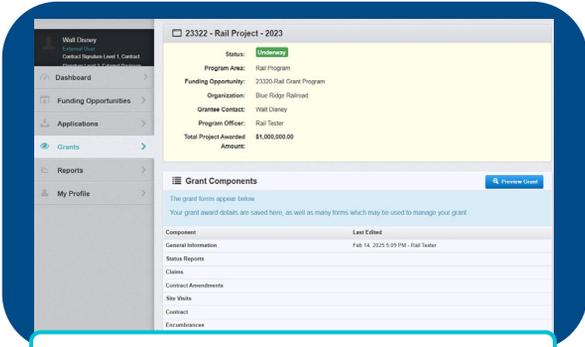
This process is initiated by the Grantee. To close out a rail grant project and subsequently deobligate any remaining funds, please ensure you have submitted all claims for this project in WebGrants. The final claim must be approved and paid before continuing this process.



1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page

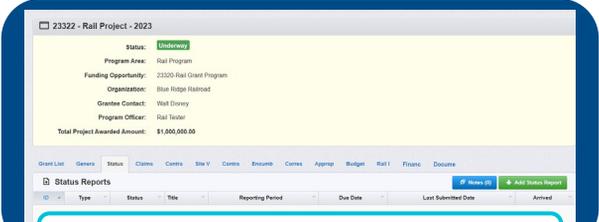


Click on **Closeout** component

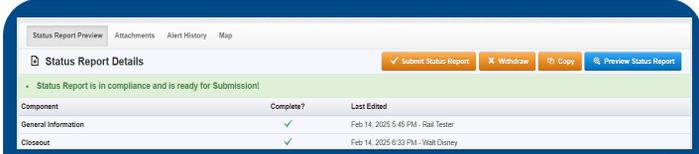


Click on **Status Reports** component

1. Click green **Edit Form** button
2. Answer the **Closeout Form** questions
3. Click green **Save Form** button
4. Click orange **Mark as Complete** button

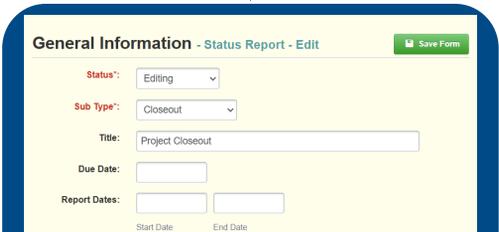


Click green **Add Status Report** button



Click orange **Submit Status Report** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.



1. Change **Sub Type** to show "**Closeout**"
2. Add an appropriate title
3. Click green **Save Form** button

The DRPT Program Manager will be notified and continue the Closeout process.

**Done!**