**SOP: CLOSE AWARDS**

Close or inactivate an award**. Note:** closed awards in SmartGrant will remain active in Banner.

* View award profile in Post Award
* Click Edit on bottom
* In “Award Close Out” field, check “Close” status and set date



**-OR-**

* View award profile in Post Award
* Click Edit on bottom
* In “Award Status” field, choose Inactive

