

Award Closeout

September 22, 2026



Training Agenda



- Award Lifecycle (Recap)
- Closeout Overview
- Status
 - Access to Closeout
 - How to Submit Closeout Materials
- Federal Financial Report (FFR)
 - Access
 - How to Submit the Final Federal Financial Report
- System Demo – Closeout & FFR
- Training Resources

Award Lifecycle



eRA Commons

Register organization with eRA Commons.

Pre-Award

Institution Profile (IPF)

Complete Institution Profile.

Account Management Module (AMM)

Create user accounts.

Personal Profile (PPF)

Complete Personal Profile.

GRANTS.GOV

Submit application.

Award / Post-Award

Status

Track application.

Accept award.

Terms & Conditions Module (TCM)

Submit progress reports, financial reports, and other requested documents.

Prior Approval

Submit revision requests for changes that require prior approval.

Correspondence

Communicate with the awarding agency.

Federal Financial Report (FFR)

Award is closed.

Submit closeout documents.

Submit final financial report.

Award Lifecycle



Closeout Overview



Closeout is a status in which an award recipient can electronically submit/file the information necessary to complete award closeout requirements. Closeout of an award does not automatically cancel any requirements for property accountability, record retention, or financial accountability.

Closeout activities are completed in the following eRA modules:

Status

- Final Progress Report (FPR)
- Additional Closeout Materials (if applicable)

Federal Financial Report (FFR)

- Final Federal Financial Report

Note: NIST award recipients will utilize the FFR module for the final Federal Financial Report (FFR)

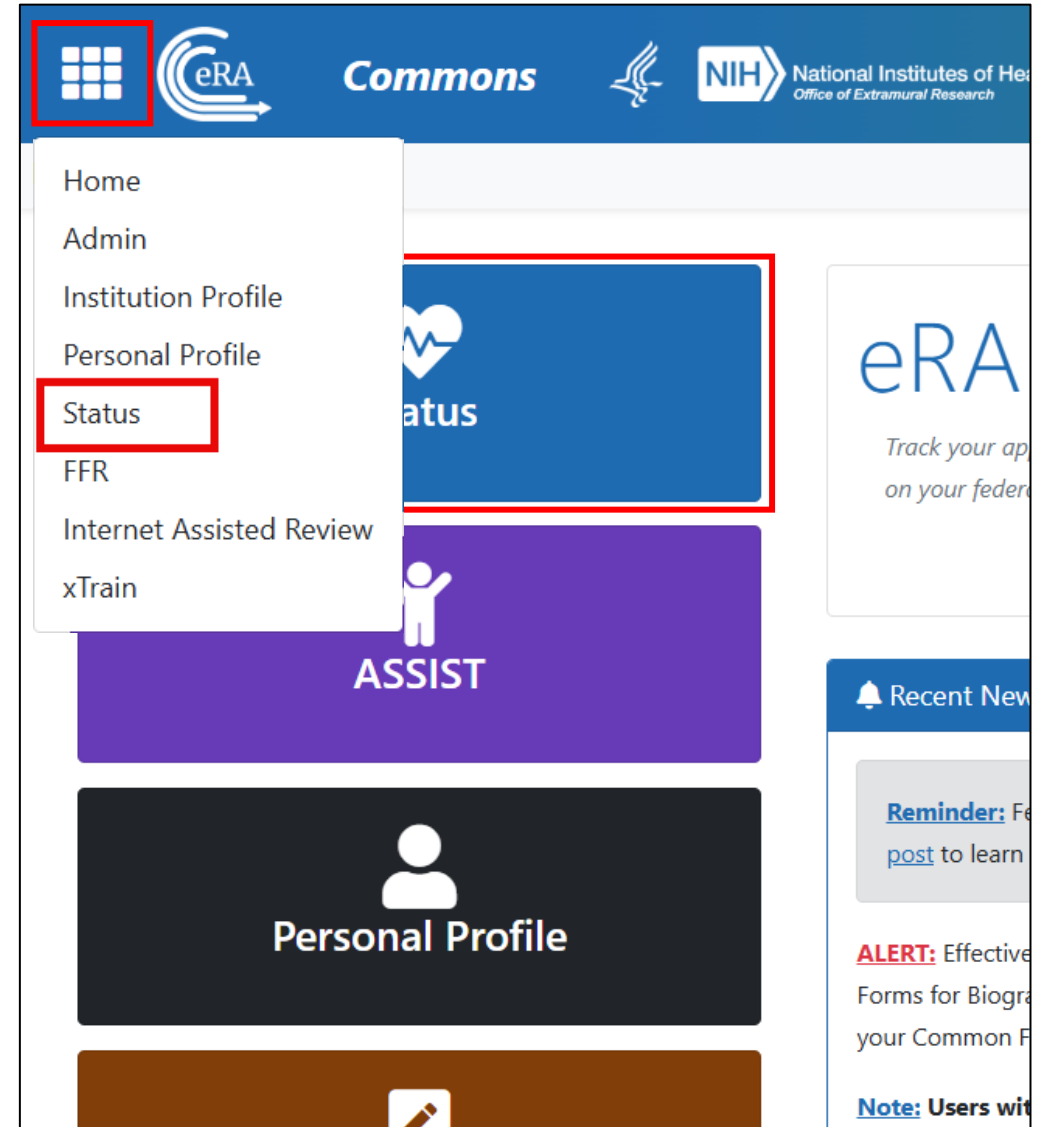
Status – Access



Awards are tracked in eRA Commons via the Status module. Closeout for awards are also done through Status.

eRA Commons Roles Required to Access Status:

- Signing Official (SO)
 - Has the ability to initiate and submit the final progress report
- Administrative Official (AO)
- Project Director/Principal Investigator (PD/PI)
 - Has the ability to initiate the final progress report



Status – Access (PD/PI View)



Commons
Status



National Institutes of Health
Office of Extramural Research



Status |

Status: PI Search

Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official



List of Applications/Awards

- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards



Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application

Tracking Number

Search

Status – Access (PD/PI View)

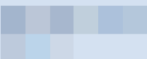


▼ NA25OARX417C0354

1

10/01/2025 - 08/31/2026

(Project Period)



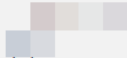
WOODS HOLE OCEANOGRAPHIC INSTITUTE

(Organization Name)

Determining the dose- and range-dependent impacts of windfarm noise on stress in the American lobster

(Title)

Awarded. Non-fellowships only

Application/Award ID	Grants.gov Tracking#	Organization Name	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA25OARX417C0354-T1-01	GRANT14500402	WOODS HOLE OCEANOGRAPHIC INSTITUTE	Determining the dose- and range-dependent impacts of windfarm noise on stress in the American lobster		Submission Complete	Awarded. Non-fellowships only	09/27/2025	Requires Closeout Semi-Annual RPPR 2 Correspondence View Terms Tracking

Status Result - List of Applications/Awards

The PD/PI will open the corresponding award and select ‘Requires Closeout’ from the Available Actions column.

Status – Access (SO View)



Commons National Institutes of Health
Office of Extramural Research

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☎

👤

Status

* Required Field

Search Type:

Closeout

?

General

Just in Time

Recently Awarded

Closeout

Relinquishing Statements

Recent/Pending eSubmissions

Re-Assign Award

ESI Eligibility

Search in ASSIST

Type

ex: 5

Route

Serial #

ex: 123456

Support Yr.

ex: 01

Suffix

ex: A1

Project Number

ex: NA24N FX678G01 3-T

Awarding Office/IC ?

Change Selections

None

PD/PI Last Name

ex: Smith

PD/PI First Name

ex: John

Budget Start Date Range

MM/DD/YYYY

to

MM/DD/YYYY

Budget End Date Range

MM/DD/YYYY

to

MM/DD/YYYY

Application Status

Select all that apply

Grants.gov Tracking Number

ex: ED-GRANTS-123456-001

Clear Form

Search

Status – Closeout (SO View)



Status Result - General Search ?

Filter Table 1 Results

<

1

/ 1

>

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End	Impact Score
NA23NOS0XXXXXX-T1-01 (MPI) ...	GRANT1234567890	TEST RECORD - Training Purposes	Jasmin, Garlie (Contact) Corbutt, Michelle	Awarded. Non-fel-lowships only	12/01/2022	11/30/2025	12/01/2022	11/30/2025	

Requires Closeout

View Terms Tracking

Revision Request

Correspondence

The SO will select the three-dot ellipsis and select ‘Requires Closeout’ from the available actions listed for the award.

Closeout Status



Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number

NA23NOS0XXXXXX-T1-01

Project Period

12/01/2022 to 11/30/2025

Proposal Title

TEST RECORD - Training Purposes

PD/PI Name

Corbutt, Michelle; Jasmin, Garlie (CONTACT)

Closeout Status

Requires Closeout

Date Of Status Change

11/30/2025

Closeout Contact Name

Moon, Sang

Closeout Contact Email

eRATest@mail.nih.gov

Closeout Contact Phone

(301) 555-5555

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Approved	Accepted by John Shaw (FSR)	04/02/2025	
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	FPR Submitted	FPR Submitted by John Smith (SO)	02/18/2026	Initiate Final Progress Report View Prior Submission
iEdison	The SO should use this section to submit iEdison closeout documents as stated in the terms.	Not Submitted			Initiate Report
Real Property Status Report (SF-429)	The SO should use this section to submit Real Property Status Report (SF-429) closeout documents as stated in the terms.	Not Submitted			Initiate Report
Tangible Personal Property Report (SF-428, SF-428A, SF-428B, SF-428C,SF-428S)	The SO should use this section to submit Tangible Personal Property Report (SF-428, SF-428A, SF-428B, SF-428C,SF-428S) closeout documents as stated in the terms.	Not Submitted			Initiate Report

- Live Demonstration -

eRA Supported Web Browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (for Apple users)

Final Federal Financial Report

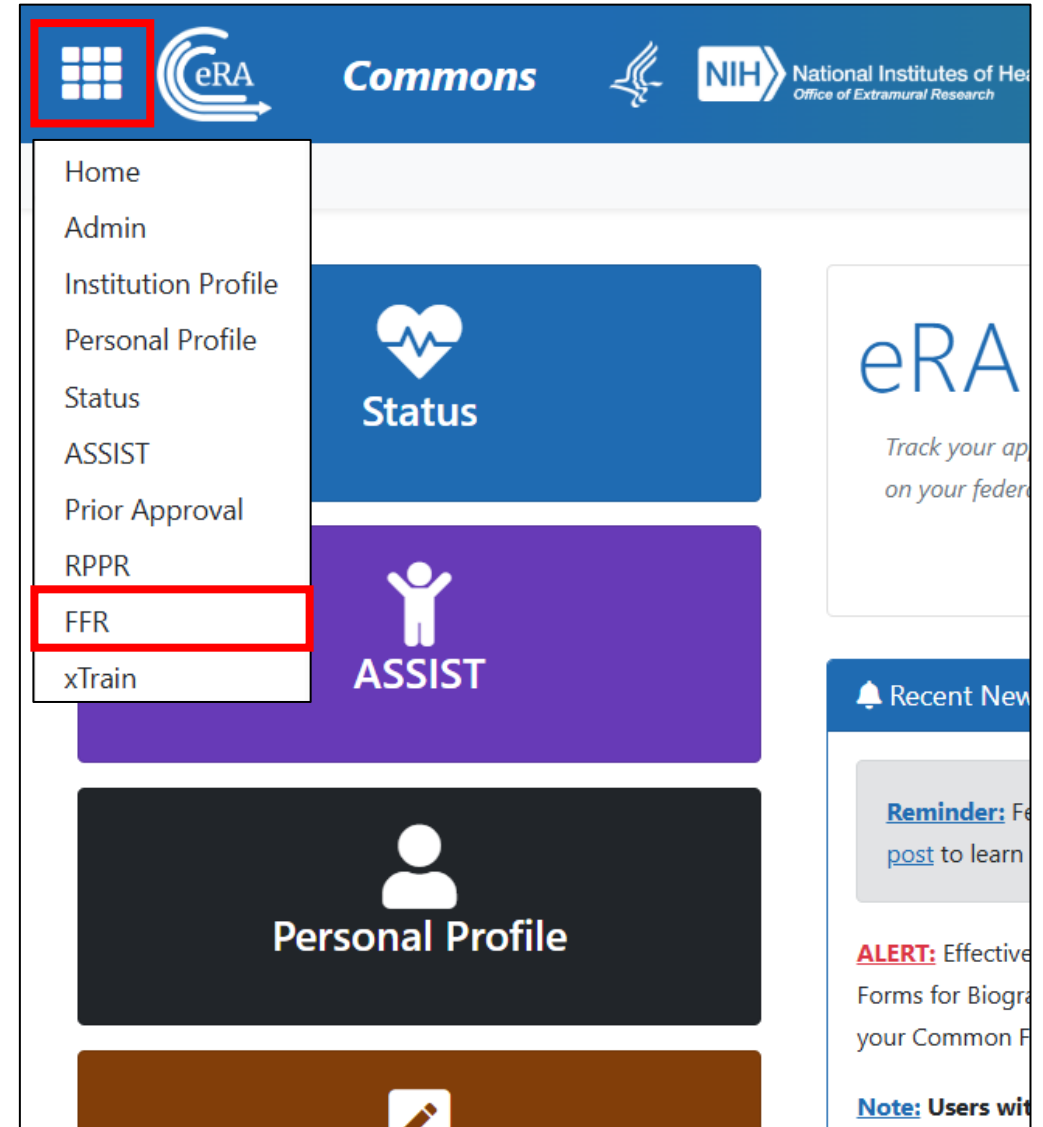


The final Federal Financial Report is completed, submitted, and tracked through the Federal Financial Report (FFR) module. A final FFR is submitted at the completion of the award agreement for all awards.

eRA Commons Roles Required to Access FFR:

- Financial Status Report (FSR)

Reminder: Users with the SO, AO, or AA role have the ability to add roles such as FSR.



Final Federal Financial Report (cont'd)



Search for Federal Financial Reports (FFR) ?

Organization: WOODS HOLE OCEANOGRAPHIC INSTITUTION

Activity

Ex: R01

IC

All

Serial

Ex: 012345

Year

Ex: 02

Due Date Start

Ex: 01/01/2020

Due Date End

Ex: 12/31/2020

Status

All

Project Number

Enter at least 4 characters of the project/application nu

Awarding Office/IC

Change Selections **None**

☐ MYF Awards [Reset Search](#) **Search**

Quick Searches

Received

Includes:

- All ICs
- Status of Received

[View Search Results](#)

Pending, Due, or Late

Includes:

- All ICs
- Status of Pending, Due, or Late

[View Search Results](#)

Due this year

Includes:

- All ICs
- All Statuses
- Due Date Start Jan 1
- Due Date End 12/31 of this year

[View Search Results](#)

Final Federal Financial Report (cont'd)



Federal Financial Reports

Showing 1 - 10 of total 323 Entries

1 / 33

Award Number	FFR Type	Doc No	Spec. Funding	FFR Due	Submitted to Agency	Budget Start	Budget End	Latest FFR Status
▶ NA25OARX431G	...	Semi-Annual-2	ERA-NA25OARX431G0336	04/30/2026		10/01/2025	03/31/2026	Approved
▶ NA25OARX431G	...	Semi-Annual-1	ERA-NA25OARX431G0336	10/31/2025	10/30/2025	09/01/2025	09/30/2025	Approved
NA25OARX417C	...	Final	ERA-NA25OARX417C0355	12/29/2026		04/01/2026	08/31/2026	Due
▶ NA25OARX417CC	...	Semi-Annual-1	ERA-NA25OARX417C0355	04/30/2026	04/30/2026	10/01/2025	03/31/2026	Received
NA25OARX417C	...	Final	ERA-NA25OARX417C0354	12/29/2026		04/01/2026	08/31/2026	Due
▶ NA25OARX417C	+	Create New	ERA-NA25OARX417C0354	04/30/2026	04/30/2026	10/01/2025	03/31/2026	Received

Final Federal Financial Report (cont'd)



FFR | Search FFR | Payment Requests

Federal Financial Report ?

Current Status: **WIP**

For Department of Commerce Users ONLY:

Upgrades to the DOC financial system have been successfully completed. DOC is requesting that you proceed with submitting your FFRs at this time. For additional information, please visit [the DOC GEMS website](#).

i Please verify that the Federal share of expenditures you are about to report to DOC on the FFR match the value found in the ASAP system and that net cash disbursements your organization reported is accurate.

Federal Financial Report Details

* Required Field

1. Federal Agency and Organizational Element to Which Report is Submitted:

National Oceanic and Atmospheric Administration (NOAA)

2. Federal Award or Other Identifying Number:

NA25OARX417

3. Recipient Organization

(Name and complete address, including ZIP code):

WOODS HOLE OCEANOGRAPHIC INSTITUTION
WOODS HOLE OCEANOGRAPHIC INSTITUTION
GRANT AND CONTRACT SERVICES
WOODS HOLE MA 02543

4a. UEI Number:

4b. Employer Identification Number:

5. Recipient Account Number or Identifying Number:

None specified

6. Report Type:

☐ Quarterly

☐ Annual

☐ Semi-Annual

☒ Final

7. Basis of Accounting:

☒ Cash ☐ Accrual

Final Federal Financial Report



- Live Demonstration -

eRA Supported Web Browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (for Apple users)

Training Resources



General eRA Resources:

- Online Help 
- User Guides

NIST eRA Site

- Accessible to the public, targeted to applicants and recipients
- Sent communication to recipients
- eRA/NIST Training Schedule (w/ Registration Links)
- eRA/NIST Training Materials
 - Business Process Guides & Information Sheets
 - Webinar Recordings
 - Q&A Reports (Q&A captured during webinar training sessions)
 - Presentation Slides
- Additional resources and help contacts

The eRA Service Desk is available to assist you with technical difficulties within eRA modules.

(Open Mon. through Fri. 7AM to 8PM ET; excluding federal holidays)

Website: <https://www.era.nih.gov/need-help>

Toll-free: 1-866-504-9552

Phone: 301-402-7469

Submit a Web Ticket: <https://public.era.nih.gov/submithelp/>