**Close Out an Award**

**Work Instructions:**

1. Log into Click Portal.
2. Click the **Grants** tab at the top and then the **All Awards** tab.
3. Open the active award.

Note: To find an award, you can filter by “State” and then type “Active” in the search criteria box. Click **Go**. The system returns all awards in the Active state.

1. From the award workspace, click **Complete** on the left.
2. In the pop-up window, type any additional information in the Comments box or add a related document and click **OK**.

The award state changes to Completed and you can no longer edit the award or create modifications for it.