eRA Post-Award: Closeout Functions
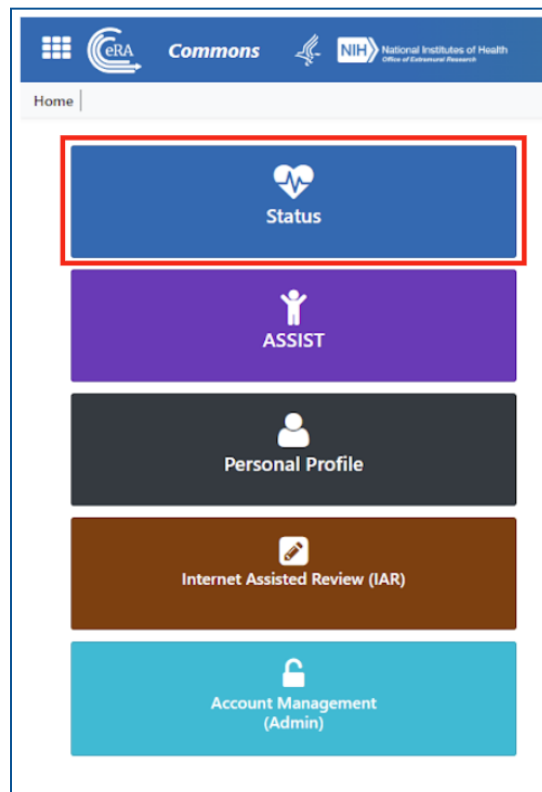
Users with the **Signing Official (SO), Financial Status Reporter (FSR)** and **Project Director / Principal Investigator (PD/PI)** roles can access closeout functions in eRA.

NOTE: PD/PIs can only initiate final Progress Reports (FPRs) in closeout but the SO must submit the final PPR.

1. Log into eRA Commons and select the **Status** button from the left hand menu.

*If you have the **SO** role, go to **Step 2**.

*If you have the **PD/PI** role, go to **Step 3**.

2. **SIGNING OFFICIAL VIEW:**
   a. Select **Closeout** from the Search Type dropdown menu and then select **Search**.

   b. Find the award you want to submit closeout documents for, click the **ellipsis**, then select **Requires Closeout**.

   c. If you have the Financial Status Reporter (FSR) role, you may submit the **final Federal Financial Report** (if you don't have the FSR role, your FSR must complete the final FFR). You may also initiate and submit the **Final Progress Report** and provide **additional closeout documentation** if required. Click any links under the **Action** section to complete closeout functions.

3. **PD/PI VIEW:**
   a. After following **Step 1**, select **List of Applications/Awards** from the search menu.

   b. Find the award you would like to submit a PPR for and select the **+ button** to expand the award and see award actions.

   c. When the appropriate award is expanded, you will see **Available Actions**. Select **Requires Closeout**.

   d. **Upload** the Final Progress Report and then select **Save**. Only the SO can submit the FPR.

   Only the SO can submit!

4. **Final Progress Reports** must also be submitted in the Terms and Conditions module. Please see guidance **here** on how to submit Progress Reports in the T&C module.