

Workday Grant Functions Quick Reference Guide

How do I identify all of my grants expiring in the next 60 days?

The **Grants Expiring within 60 Days (via Grants Administration dashboard)** report is used to view grants that are closing within the next 60 days for clean-up and preparation for closeout of the grant. **It is available from the Principal Investigators Summary Dashboard.**

Search Parameters:

- The report is available on the Grants Administration dashboard on the first tab, "Grants Administration".
- **The returned results are based on the user's specific assignment within their cost center hierarchy.**

Search Results:

- Filter by Status of the grant or by sorting the grant end dates in order to view grants closing within a particular timeframe.
- If the grant is near it's end date, review the **Encumbrances** and **Budget Remaining Balance** columns and follow-up as appropriate.