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 its end date, review the Encumbrances and Budget Remaining Balance columns and follow-up as appropriate.