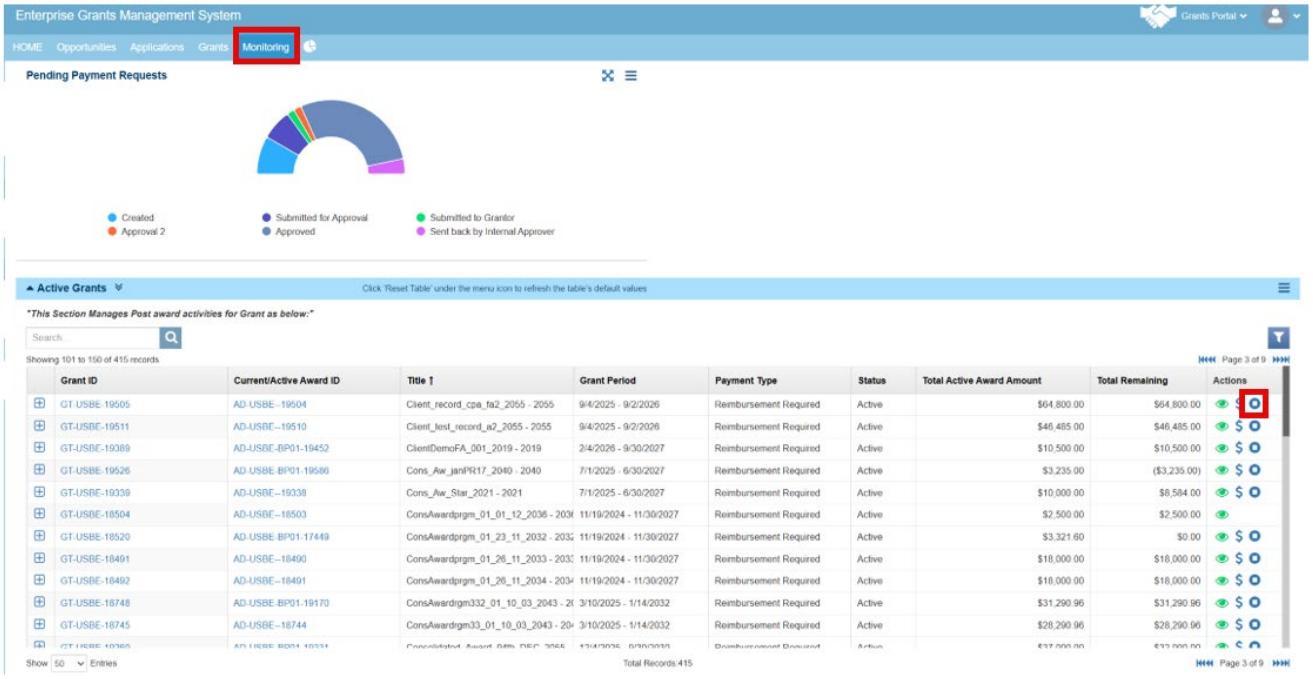
Grant - Waiving Remaining Balance

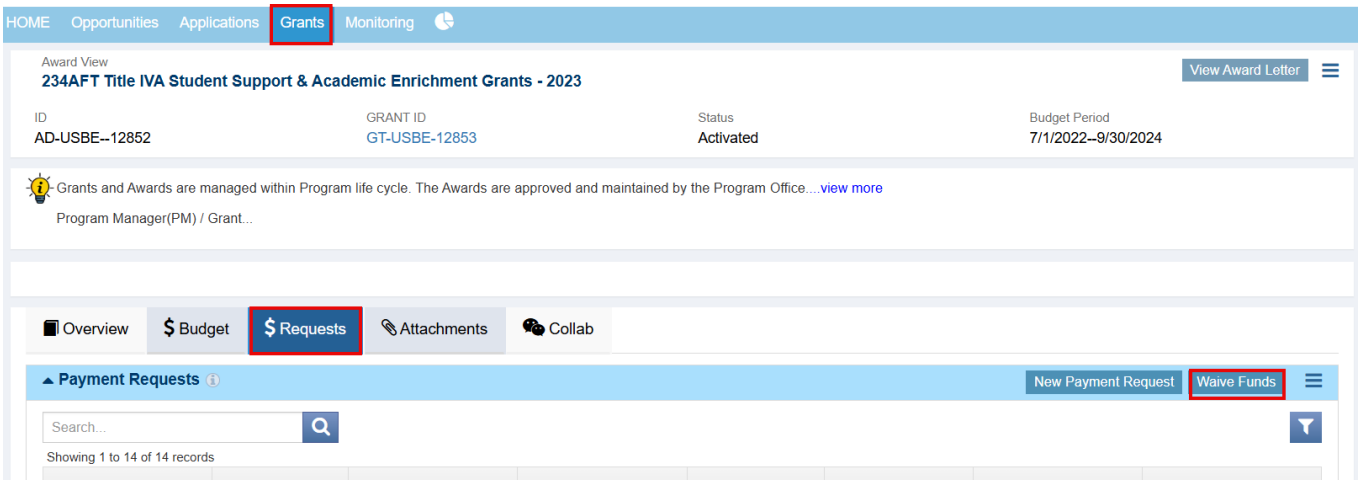
Activities that occur after the award is issued are considered post-award activities. These are managed in the Monitoring section of Utah Grants.

External User

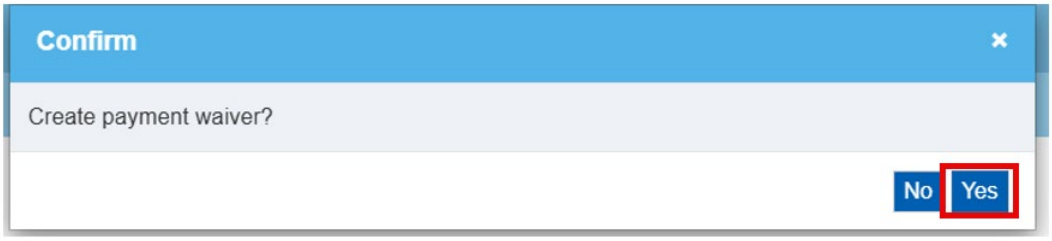
1. Locate the program for which funds are being relinquished. Click the Monitoring tab (top Menu) and locate the program. Click the Create Waiver icon to start the waiver of funds.



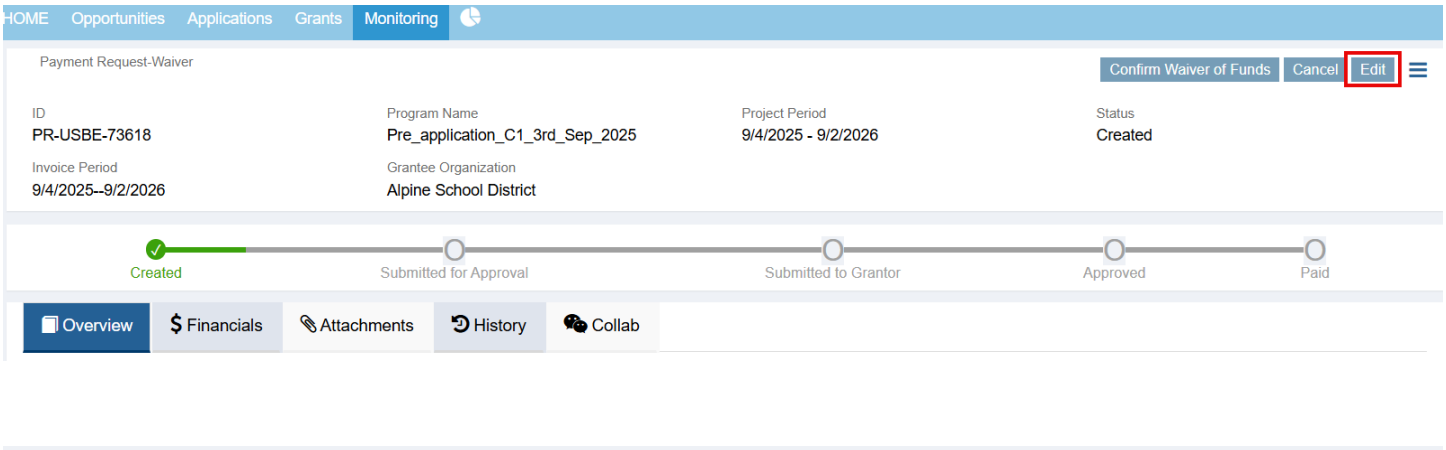
2. Alternatively, you can initiate a waiver directly from the award view. Navigate to the award and click the Request tab. Click Waive Funds.

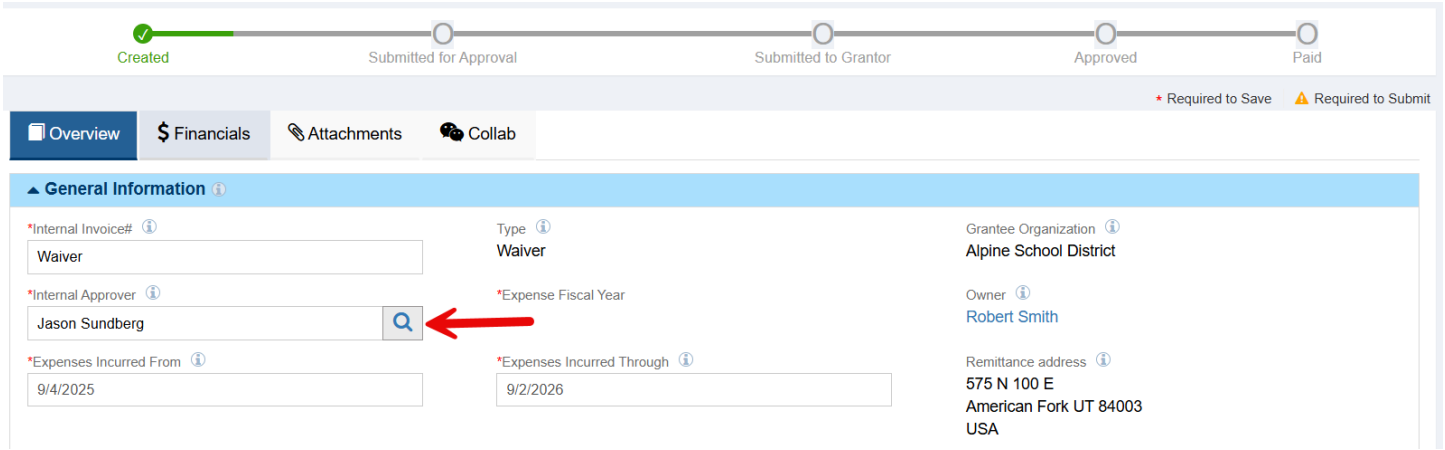


3. Select Yes to create a payment waiver.

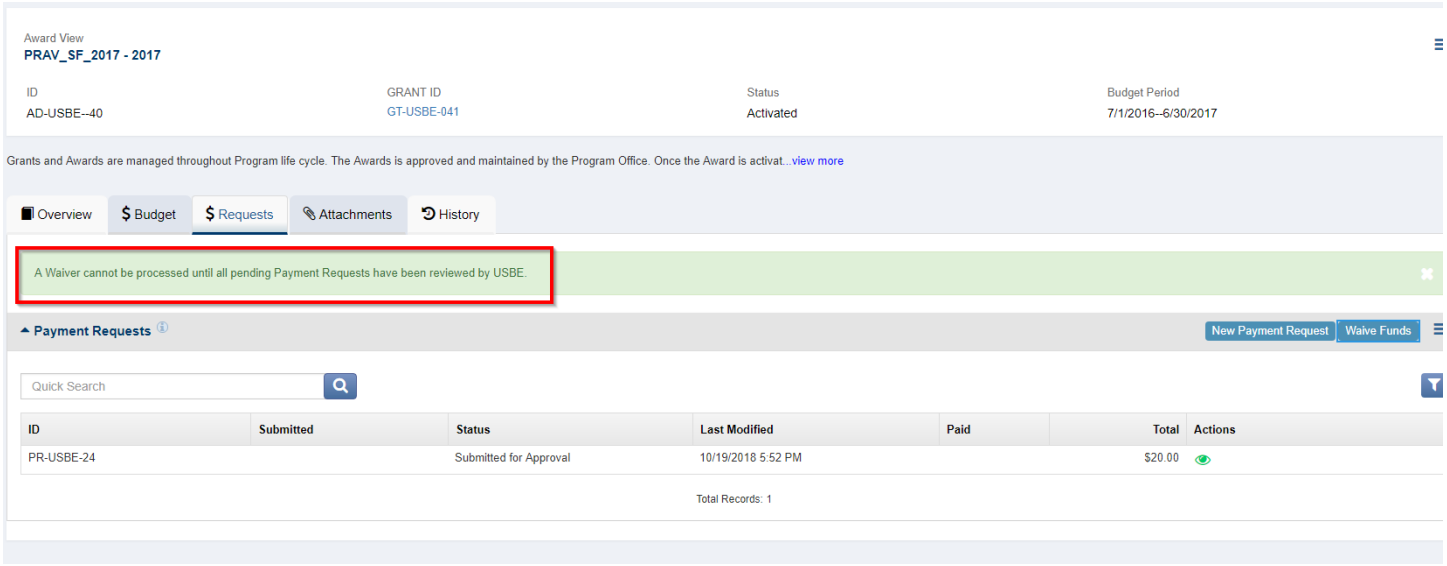


4. Update the internal approver on the Overview tab (if necessary). Click Edit to update the internal approver, then click Save.

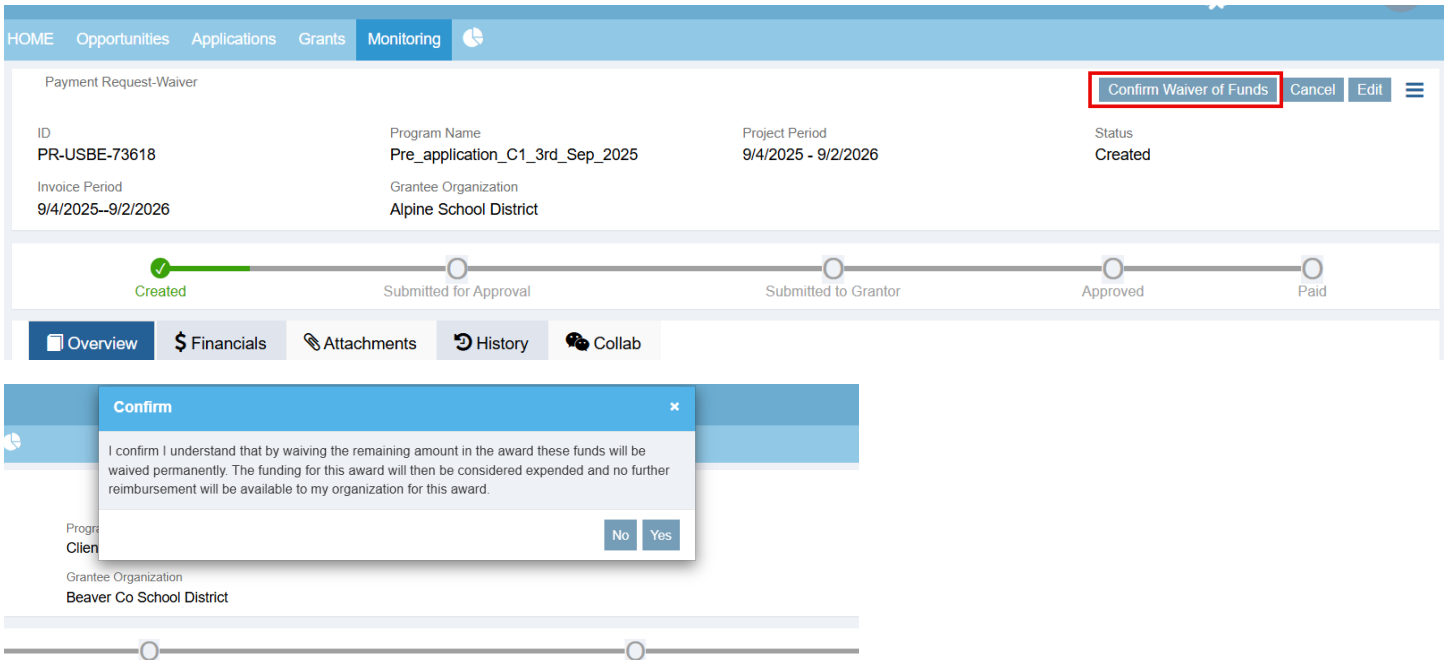




5. Note that all pending reimbursement requests must be finalized prior to waiving remaining funds.



6. Click Confirm Waiver of Funds. Then read the confirmation to agree by selecting Yes.



Internal Approver

7. Internal Approver will receive an email with a link to the waiver request.
The Internal Approver can also locate the waiver request pending their approval by clicking on Monitoring, Pending Tasks and selecting the task.

