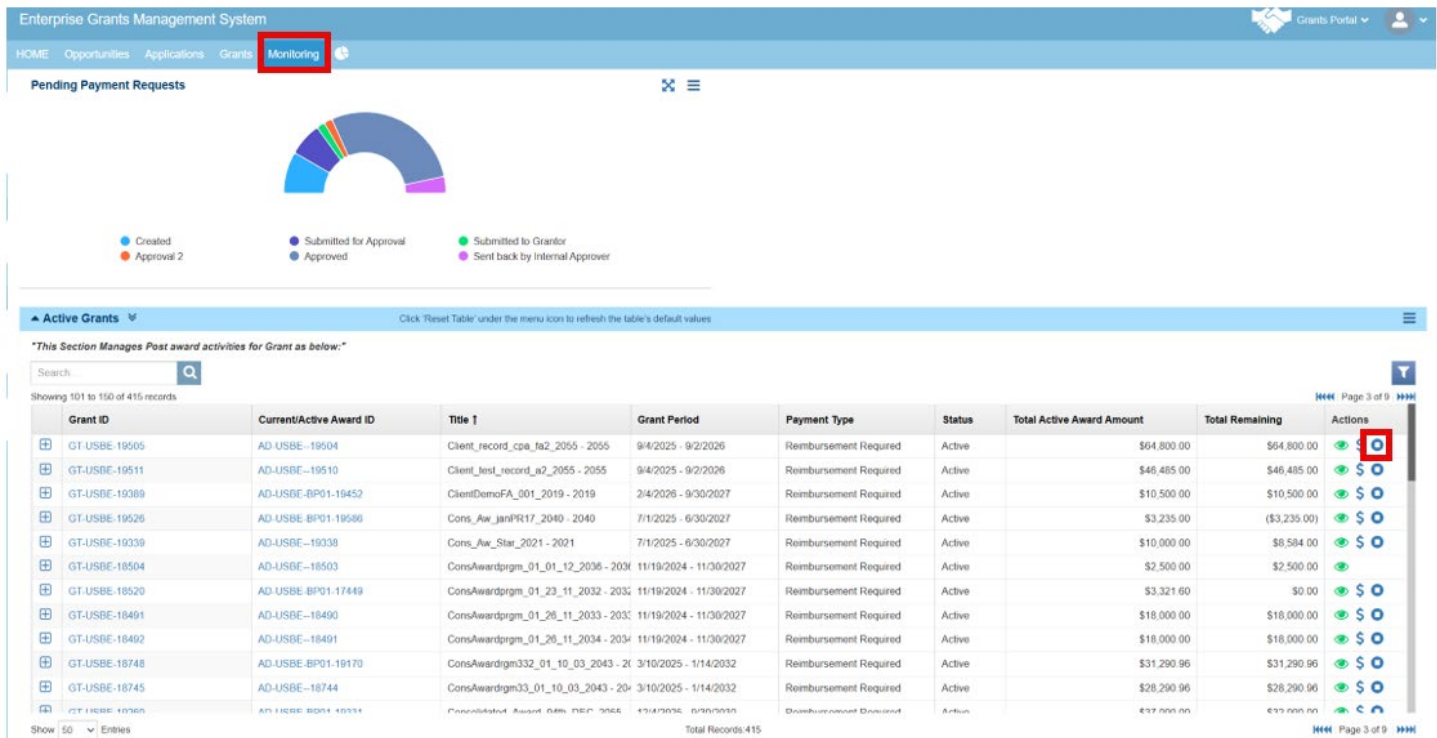


Waiving Funds in Utah Grants

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

Waiver Creator

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.



Enterprise Grants Management System












HOME Opportunities Applications Grants **Monitoring**

Pending Payment Requests

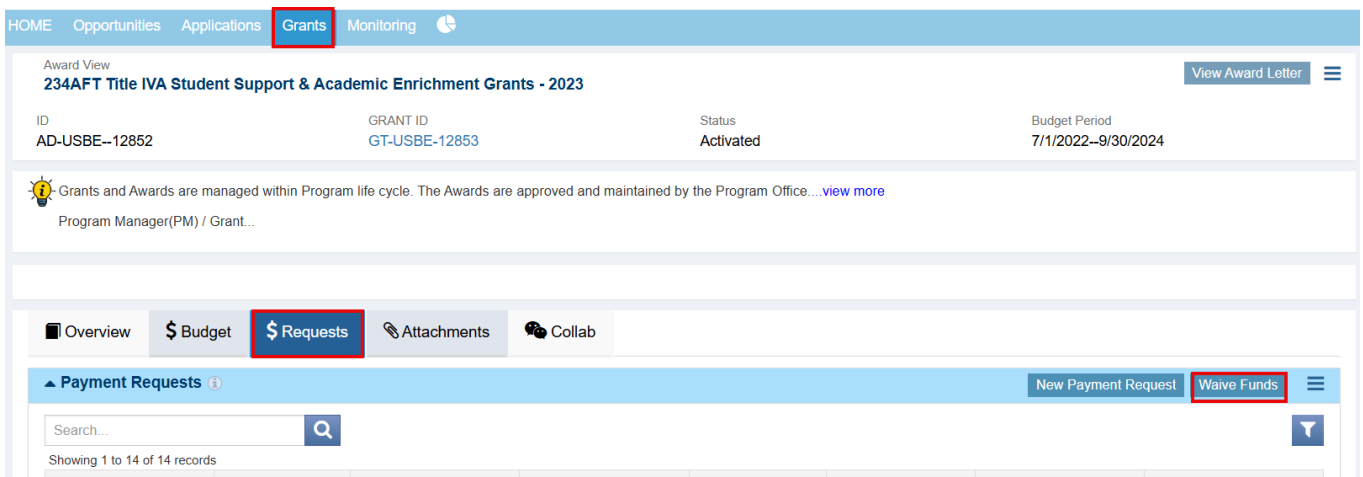
Created Approval 2 Submitted for Approval Approved Submitted to Grantor Sent back by Internal Approver

Active Grants

This Section Manages Post award activities for Grant as below:

Grant ID	Current/Active Award ID	Title 1	Grant Period	Payment Type	Status	Total Active Award Amount	Total Remaining	Actions
GT-USBE-19505	AD-USBE-19504	Client_record_cpa_fa2_2055 - 2055	9/4/2025 - 9/2/2026	Reimbursement Required	Active	\$64,800.00	\$64,800.00	
GT-USBE-19511	AD-USBE-19510	Client_test_record_a2_2055 - 2055	9/4/2025 - 9/2/2026	Reimbursement Required	Active	\$46,485.00	\$46,485.00	
GT-USBE-19389	AD-USBE-BP01-19452	ClientDemoFA_001_2019 - 2019	2/4/2026 - 9/30/2027	Reimbursement Required	Active	\$10,500.00	\$10,500.00	
GT-USBE-19526	AD-USBE-BP01-19586	Cons_Aw_janPR17_2040 - 2040	7/1/2025 - 6/30/2027	Reimbursement Required	Active	\$3,235.00	(\$3,235.00)	
GT-USBE-19339	AD-USBE-19338	Cons_Aw_Star_2021 - 2021	7/1/2025 - 6/30/2027	Reimbursement Required	Active	\$10,000.00	\$8,584.00	
GT-USBE-18504	AD-USBE-18503	ConsAwardprgm_01_01_12_2036 - 2036	11/19/2024 - 11/30/2027	Reimbursement Required	Active	\$2,500.00	\$2,500.00	
GT-USBE-18520	AD-USBE-BP01-17449	ConsAwardprgm_01_23_11_2032 - 2032	11/19/2024 - 11/30/2027	Reimbursement Required	Active	\$3,321.60	\$0.00	
GT-USBE-18491	AD-USBE-18490	ConsAwardprgm_01_26_11_2033 - 2033	11/19/2024 - 11/30/2027	Reimbursement Required	Active	\$18,000.00	\$18,000.00	
GT-USBE-18492	AD-USBE-18491	ConsAwardprgm_01_26_11_2034 - 2034	11/19/2024 - 11/30/2027	Reimbursement Required	Active	\$18,000.00	\$18,000.00	
GT-USBE-18748	AD-USBE-BP01-19170	ConsAwardprgm332_01_10_03_2043 - 2043	3/10/2025 - 1/14/2032	Reimbursement Required	Active	\$31,290.96	\$31,290.96	
GT-USBE-18745	AD-USBE-18744	ConsAwardprgm333_01_10_03_2043 - 2043	3/10/2025 - 1/14/2032	Reimbursement Required	Active	\$28,290.96	\$28,290.96	

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



HOME Opportunities Applications Grants **Monitoring**

Award View

234AFT Title IVA Student Support & Academic Enrichment Grants - 2023 View Award Letter

ID: AD-USBE--12852 GRANT ID: GT-USBE-12853 Status: Activated Budget Period: 7/1/2022-9/30/2024

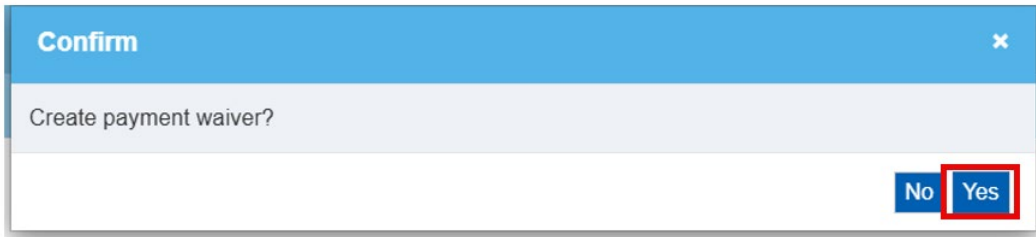
Grants and Awards are managed within Program life cycle. The Awards are approved and maintained by the Program Office...view more

Program Manager(PM) / Grant...

Overview Budget **Requests** Attachments Collab

Payment Requests New Payment Request **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.

A screenshot of a web application interface for a "Payment Request-Waiver". The top navigation bar includes "HOME", "Opportunities", "Applications", "Grants", and "Monitoring". The main header shows "Payment Request-Waiver" with buttons for "Confirm Waiver of Funds", "Cancel", and "Edit" (highlighted with a red box). Below this is a summary table with fields: ID (PR-USBE-73618), Program Name (Pre_application_C1_3rd_Sep_2025), Project Period (9/4/2025 - 9/2/2026), Status (Created), Invoice Period (9/4/2025-9/2/2026), and Grantee Organization (Alpine School District). A progress bar shows stages: Created (checked), Submitted for Approval, Submitted to Grantor, Approved, and Paid. Below the progress bar are tabs for "Overview", "Financials", "Attachments", "History", and "Collab". A second progress bar is shown below. At the bottom, there is a "General Information" section with a form containing fields for "Internal Invoice#" (Waiver), "Type" (Waiver), "Grantee Organization" (Alpine School District), "Internal Approver" (Jason Sundberg), "Expense Fiscal Year", "Expenses Incurred From" (9/4/2025), "Expenses Incurred Through" (9/2/2026), and "Remittance address" (575 N 100 E, American Fork UT 84003, USA). A red arrow points to the search icon next to the "Internal Approver" field. Status indicators "Required to Save" and "Required to Submit" are visible at the bottom right.

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

Award View
PRAV_SF_2017 - 2017

ID: AD-USBE-40 GRANT ID: GT-USBE-041 Status: Activated Budget Period: 7/1/2016-6/30/2017

Grants and Awards are managed throughout Program life cycle. The Awards is approved and maintained by the Program Office. Once the Award is activat... [view more](#)

Overview | Budget | **Requests** | Attachments | History

A Waiver cannot be processed until all pending Payment Requests have been reviewed by USBE.

Payment Requests New Payment Request | Waive Funds

Quick Search

ID	Submitted	Status	Last Modified	Paid	Total	Actions
PR-USBE-24		Submitted for Approval	10/19/2018 5:52 PM		\$20.00	

Total Records: 1

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

HOME | Opportunities | Applications | Grants | **Monitoring**

Payment Request-Waiver Confirm Waiver of Funds | Cancel | Edit

ID: PR-USBE-73618 Program Name: Pre_application_C1_3rd_Sep_2025 Project Period: 9/4/2025 - 9/2/2026 Status: Created

Invoice Period: 9/4/2025-9/2/2026 Grantee Organization: Alpine School District

Created Submitted for Approval Submitted to Grantor Approved Paid

Overview | Financials | Attachments | History | Collab

Confirm

I confirm I understand that by waiving the remaining amount in the award these funds will be waived permanently. The funding for this award will then be considered expended and no further reimbursement will be available to my organization for this award.

Program Client:

Grantee Organization: Beaver Co School District

Internal Approver

- 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.

UTAH grants Enterprise Grants Management System (UATS) Grants Portal

HOME | Opportunities | Applications | Grants | **Monitoring**

Tasks | My Tasks | **Pending Tasks** | Completed Tasks

Activities | Manage Progress Reports | View Site Visits | Manage Payment Requests

Pending Tasks (Assigned To Me)

Quick Search

Ref. ID	Type	Subject	Created By	Created Date	Actions
PR-USBE-00	Recipient Review Payment Re...	POPS - 2019	BW Creator Test	09/26/2018 2:43 PM	

Total Records: 1