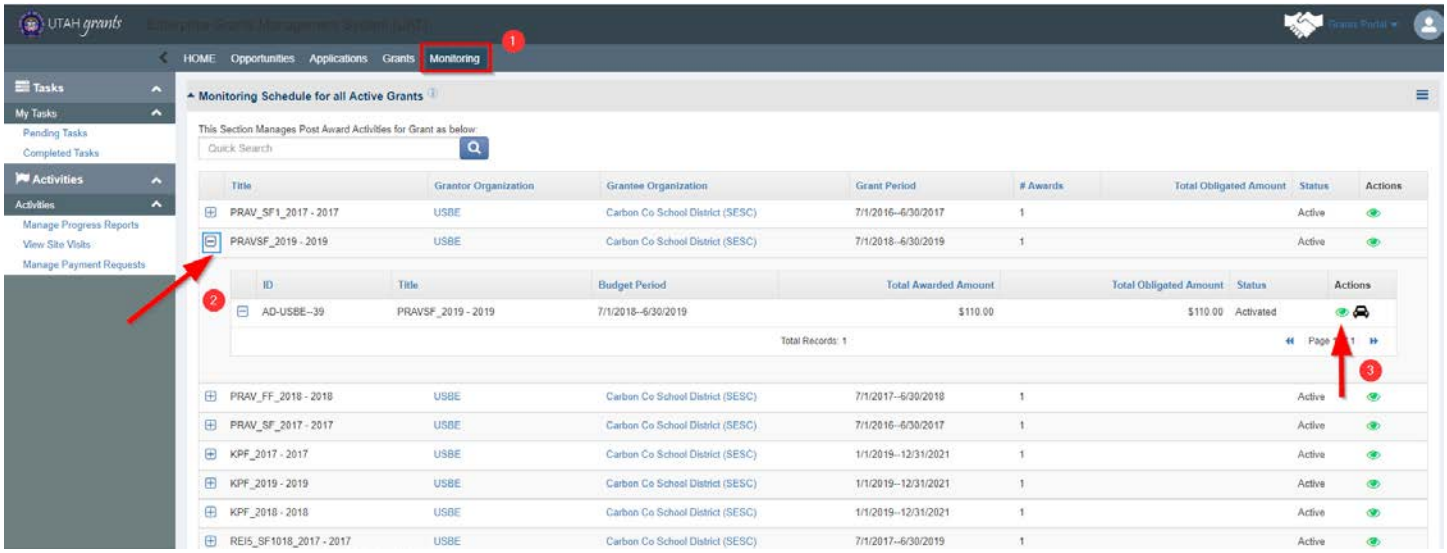
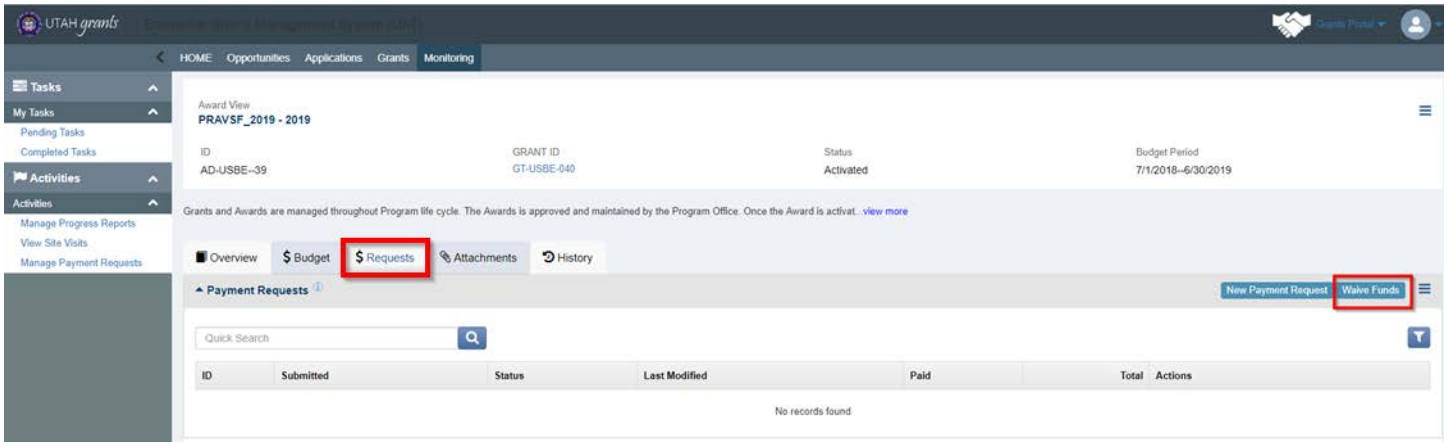
Waiving Awarded Funds in Utah Grants

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

1. Locate program for which funds are being relinquished. Click the Monitoring tab (top Menu) and locate the program. Expand the + (plus sign) to view line details, click green eye icon.



2. Waive Funds the $ Requests subtab, then selecting Waive Funds.



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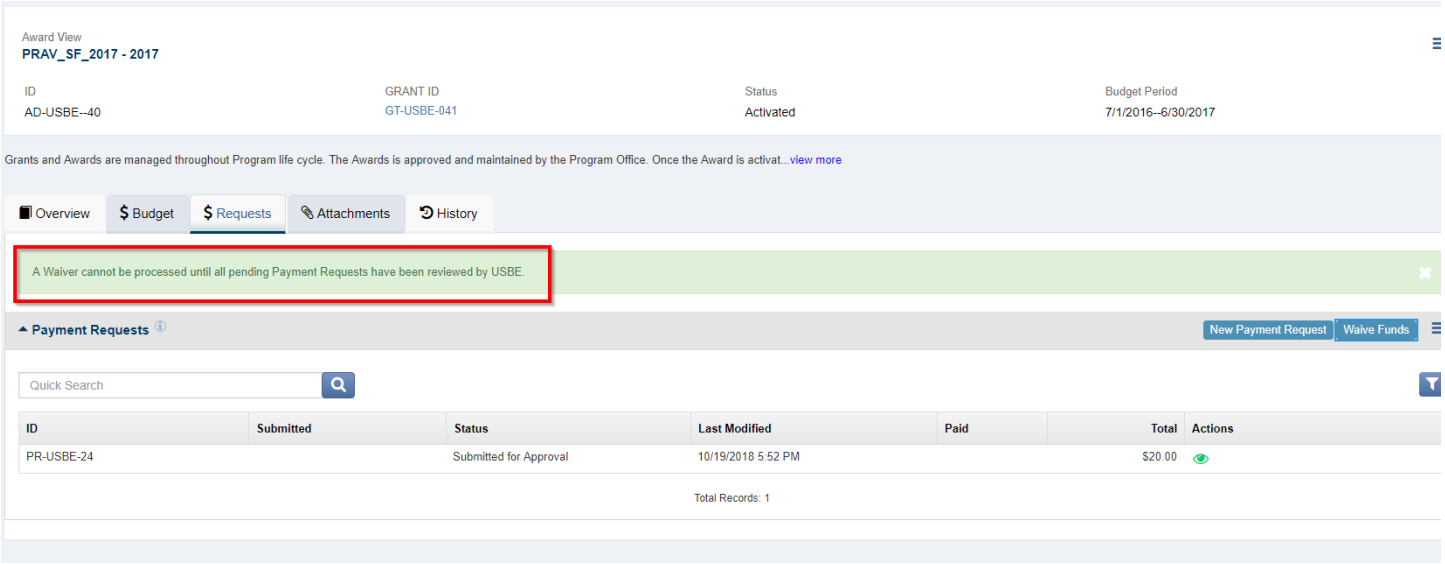
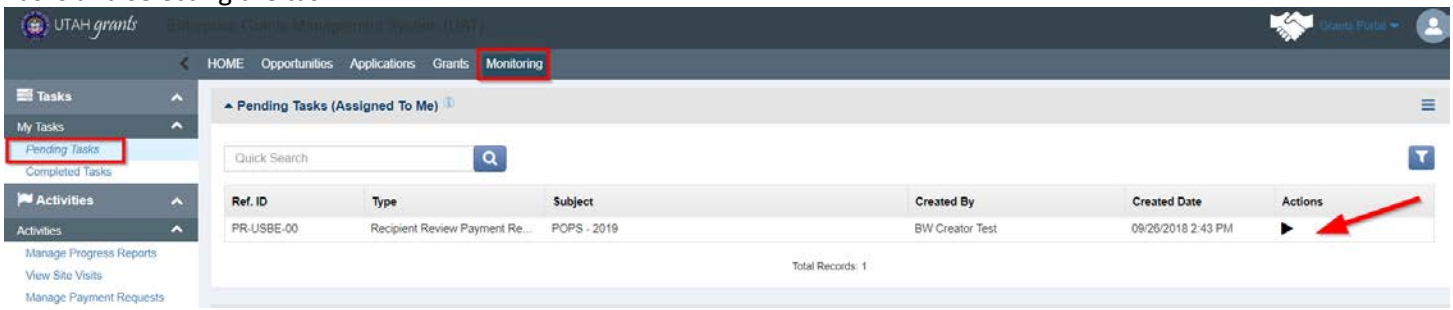
3. Note that all pending reimbursement requests must be finalized prior to waiving remaining funds.



4. 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.