



### **Reminder for Sponsored Projects 101: Award Closeout Training**

**🔔 Reminder:** Our next training, Award Closeout in the Sponsored Projects 101 series, will take place next **Wednesday, March 25th, from 2 pm to 3 pm**. This session provides an overview of the key steps and compliance requirements for closing out sponsored awards and submitting progress reports. Participants will learn best practices for financial reconciliation, final reporting, documentation retention, and navigating sponsor-specific guidelines. The session also covers timelines, roles, and responsibilities, and common pitfalls to avoid, ensuring a smooth and compliant closeout process.

[Award Closeout - Submission of progress reports](#) training

Zoom Link: <https://uwyo.zoom.us/j/94960195199>

In-person location: Berry Center Auditorium (138)

If you have any questions, please reach out to Stephanie Stark, [sander64@uwyo.edu](mailto:sander64@uwyo.edu), or Lori Schuler, [lfergus8@uwyo.edu](mailto:lfergus8@uwyo.edu).

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