



### Clinical Research Account Closeout Checklist

The purpose of this checklist is to outline the mandatory processes to follow when closing out a clinical research trial account. This is a 'best practice' operating procedure.

A project may be terminated by the sponsor, the University, or by mutual agreement of both parties. The contract, award agreement, and/or agency regulations specify the process for terminating a project before the end date. This includes the process for submitting final invoices.

- Regulatory coordinator sends an email out to the following recipients: PI, study team, business office and/or financial contact upon IRB closure.
- Study team verifies all visits are accurately logged in visit log (OnCore).
- Study team completes site closeout visit with monitor/sponsor study oversight contact.
- Study team sends email to business office and/or financial contact within 48 hours of monitor/sponsor closeout visit.
- Business office and/or financial contact reviews closeout instructions provided by sponsor in closure/early termination notice and study agreement/contract.
- Business office and/or financial contact performs final account reconciliation:
  - Verifies all vendors with study team for services provided to clinical research study.
  - Email all vendors requesting final invoicing to be provided within 30 days of notice.
  - Processes final vendor invoice payments within 5 business days of receipt of final invoices.
  - Completes final expense reconciliation and prepares final invoice to sponsor within 10 business days.
  - Account remains open until final invoice payment from study sponsor has been received and all vendor payments have been issued.

