

Office of Research Accounting and Costing Standards

Non-Federal Clinical Trial Close Out Procedure

Clinical Trial accounts are set up to record the costs associated with the conduct of a specific protocol or set of closely related protocols. It is important to record all appropriate costs associated with the clinical trial in the ledger 5. Only the costs associated with the designated protocol(s) should be charged to the account. Clinical Trial accounts are restricted accounts and transactions are subject to the restrictions of other ledger 5 accounts. These accounts should be closed out or extended within 90 days of the account end date. Extension requests should be sent to ORPA for review and approval. Balances should be transferred to unrestricted ledger 3 accounts where the funds can be utilized for departmental purposes.

Requests to close out and transfer balances on Clinical Trial accounts must include a statement that:

1. The trial has been completed or terminated.
2. All obligations to the sponsor have been met.
3. All monies due to the University have been collected and are included in the most recent NOA/SPAN.
4. All appropriate charges have been placed against the account and have cleared.

Requests must be signed by the Principal Investigator or their designee. The request will be attached to the journal entry transferring the balance. A copy of the request should also be placed in the account file.

Balances transferred will be net of indirect costs, calculated at the rate budgeted for the clinical trial.

Requests, where the balance to be transferred exceeds 25% of the total budget, must be approved by the Dean's office and should be sent there for review prior to submission to SPA.

Requests to transfer balances from accounts that are not designated as Clinical Trials must be reviewed and authorized by ORPA.

For accounts not closed or extended within 90 days, SPA will request the Dean's Office provide an account number to transfer the surplus balance.

Requests not meeting these requirements will be returned to the department.