

CLINICAL TRIALS – CLOSEOUT CHECKLIST

Revised July 28, 2021

PI: _____ Project Period End Date: _____
Fund: _____ Closeout Due to EFM: _____

- Receipt of **Close Out Visit (COV) notification** from OnCore or study team
- Receipt of **Closure Letter/Email** (indicating site closure) from sponsor/CRO or study team
- Confirm with study team all information in **OnCore** (or other systems used for subject data) is up-to-date and no further subject data will be updated
- Review **Final Payment Terms** in contract to prepare Final Invoice
 - Collect Regulatory items (# of Renewals, Amendment, IND safety reports) and any administrative work performed that can be invoiced from study team
 - Collect/run report in OnCore for all subject visits and procedural items
 - Collect correspondences (e-mails/memos/faxes) of reimbursable items (be sure to check rates with [DOM CTP](#))
- Perform final review of **Ledger Payroll and Expenses** on account and make corrections as necessary
 - Check for third party expenses (i.e. translations, outside invoices for patient care services and travel reimbursements)
 - Ensure all expenses are applicable and appropriate. *Must confirm no expenses hit prior or after start and end date of contract.*
- Update and complete **Clinical Trial Calc Workbook**
- Submit **Final Invoice** based on contract payment terms
 - Follow-up with Sponsor
 - Collect Final Payment correspondence (email/letterhead) confirmation from sponsor
- After receipt of final payment, notify study team/regulatory to **close IRB**
 - Follow-up with study team to obtain IRB Closure Notice|
- Complete and upload **Closeout Packet (COP)** and include back-up for any adjustments (see *RAPID Closeout*: <https://efm.research.ucla.edu/closeout-resources/>)
- Confirm funds are transferred to PI's **Policy 913 fund 69970** (if applicable)
- Collect EFM's **Closure Confirmation Letter** and confirm fund has been Y/N'd