OVERVIEW OF NO-COST TIME EXTENSION (NCTE)

- **Description**: Extends the project period end date up to current IRB expiration.

- **Due (minimum)**: 2 weeks prior to project period end date. Recommended to initiate NCTE request a month in advance.

- **Mechanism**: Email to CTC&SR Team at ClinicalTrials-NCTE@mednet.ucla.edu
  1) Current IRB Approval Notice
  2) NCTE Request Form

- **Processing Time**: 3-5 business days processing by CTC&SR, followed by updated NCTE award documents (including Snapshot) processed by Office of Research Data Management (ORDM)

- **Notes**:
  - A NCTE can be processed without having to amend the contract if:
    1) there is no hard End Date written into the contract and
    2) there are no changes to the protocol, IRB, budget, or PI
  - If a Contract Amendment is under review when NCTE request is received, the NCTE will be processed with the amendment once Amendment Minimum Documents have been received.

HOW TO REQUEST A NCTE

1. Obtain current IRB approval notice from Study Team

2. Complete **NCTE Request Form**

3. Submit the following NCTE Request Minimum Documents to CTC&SR Team via email:
   a. **To**: ClinicalTrials-NCTE@mednet.ucla.edu
   b. **Subject**: Request for NCTE - Fund #, Sponsor, Protocol #, IRB #
   c. **Attachments**:
      1) NCTE Request Form
      2) Current IRB Approval Notice
   d. **Body**: Requested date of contract extension (up to current IRB expiration)
OVERVIEW OF EARLY CLOSURE

- **Description**: The project period end date is speed up to current IRB closure.

- **Due (minimum)**: After receipt of IRB Closure Notice. Recommended to initiate Early Closure if contract end date is projected further than the IRB Closure Notice date.

- **Mechanism**: Email to CTC&SR Team at ClinicalTrials-NCTE@mednet.ucla.edu
  1) Current IRB Closure Notice
  2) Early Closure Request Form

- **Processing Time**: 3-5 business days processing by CTC&SR, followed by updated end date award documents (including Snapshot) processed by Office of Research Data Management (ORDM).

- **Notes**:
  - A Early Closure can be processed without having to amend the contract if:
    1) there is no hard End Date written into the contract and
    2) there are no changes to the protocol, IRB, budget, or PI
  - No Contract Amendments should be under review when an Early Closure request is received.

HOW TO REQUEST AN EARLY CLOSURE

1. Obtain current IRB Closure notice from Study Team

2. Complete Early Closure Request Form

3. Submit the following Early Closure Request Form to CTC&SR Team via email:
   a. **To**: ClinicalTrials-NCTE@mednet.ucla.edu
   b. **Subject**: Request for Early Closure - Fund #, Sponsor, Protocol #, IRB #
   c. **Attachments**:
      1) Early Closure Request Form
      i. 2) Current IRB Closure Notice
   d. **Body**: Requesting early close out date for internal contract new end date to (Today). Currently the snapshot indicates (Start and End Date). Confirming final payment received and study is closed.

CONTACTS & RESOURCES

- CTC&SR NCTE Team: ClinicalTrials-NCTE@mednet.ucla.edu
- CTC&SR Intake Team: ClinicalTrials@mednet.ucla.edu
- CTC&SR: Submission / Preparation of Minimum Documents