**Clinical trials closure checklist:**

1. **E-mail research coordinator for closure materials:**

* **Subject line:** Chartfield # Sponsor project closure info request
* **Body:** I am beginning the process to close the referenced trial. Please confirm via return e-mail that all monitor visits have occurred, all queries have been resolved, all expenses have been charged, and all funds have been received from the sponsor. Please also e-mail me a scan of the sponsor close-out letter and the IRB termination letter. Thank you.

1. **Check that all funds have been received:**

* Run **CONT 15 b report** and check that line **1301015 Accounts Receivable** is 0.
* If not 0, check with PI to see if specific issues need to be resolved. If not, e-mail Dottie Davidson at [dmdavi12@louisville.edu](mailto:dmdavi12@louisville.edu) request and justification to remove deficit.

1. **Determine residual income to be transferred, deficits or 0 balances:**

* On **CONT 15 b report** and check **Assets** line **Bank 1 – Cash Consolidation**, **TOTAL YTD BALANCE** column.
* **Parentheses around number:** residual funds left
* **No parentheses:** deficit amount
* **NOTE:** if the income was more than 20% of the expenses or little or no salary expenses were charged, SPFA is going to question you about this.

1. **Calculate residual funds or deficits:**

* Divide current balance by **1.26** to come up with direct funds to be transferred (rest will go to F& A and if a deficit 10% of remaining will be deducted from both PI and Dept. RIF accounts).

1. **Create PI close-out memo:**

* Use one of the sample memos.
* Change date
* **To:** Fill in Accountant’s Name
* **From:** Fill in PI and your name
* **Speedtype:** fill in
* Print, initial, have PI initial and scan

1. **Scan close-out packet:**

* PI closure memo, Sponsor close-out letter & IRB close-out letter and save as **Chartfield # close-out packet**.

1. **E-mail close-out packet:**

* **To:** SPFA accountant
* **CC:** PI, [MedResearch@louisville.edu](mailto:MedResearch@louisville.edu) & [indcontr@louisville.edu](mailto:indcontr@louisville.edu)
* **Subject line:** Chartfield # speedtype closure
* **Body:** Attached you will find the close-out materials needed to close the referenced chartfield. Please e-mail me once the JV has been processed to transfer these funds. The Chair’s Office will follow this e-mail with a close-out authorization e-mail. Thanks.

1. **Follow-up:**

* **Chair’s Research Office:** will send e-mail to Chair within 48 hours requesting authorization.
* **Chair:** will send authorization e-mail within 48 hours after Research Office.
* **SPFA:** will close-out within 3-6 months.