ADVANCE CLOSEOUT CHECKLIST FOR CLINICAL TRIALS

**SECTION 1**
CONFIRMATION OF FUNDS, EXPENSES & COMMITMENTS (must complete all reviews listed below in order to close contract)

- Oracle AR History shows receipts = $__________
- Funds received match the expected payment amount based on enrollment and patient completion of study activities
- Appropriate PI effort has been charged
- Study Up Front Costs have been charged (IRB Fee, CT Development Fee, Pharmacy Set-up Fee, and CTRU Fee if applicable)
- Salary and hospital expense has been charged and reviewed in comparison to the budget and actual patient activity.
- Charges are appropriate and all necessary adjustments and waivers have been processed.
- Commitments have been cleared

**STUDY PARTICIPANTS**

- Approximate number of subjects that participated (i.e. completed, drop-outs, screen failures) in this study was ____________.

**BALANCE REMAINING**

- Yes / No? (if yes, check one and compete below)
  - Refund balance in the amount of ________________ to the sponsor
  - Transfer balance minus appropriate indirect costs to a DAAAA - FZZZZ award for clinical trial residuals, PTA ____________

Total ____________ - IDCs @ 25% or 28% ____________ = ________________ Balance equal to or over 25% requires prior approval from SOM compliance officer.

Please submit a justification to explain the reason(s) for the variance between the budget and actual expenses to Mila Dacorro. Dept can send request for a designated revenue award to Gwenevere Mitchell, Fund Accounting at gmitchel@stanford.edu)
IS THERE AN OVERDRAFT □ YES / □ NO? (if yes, complete below)

☐ Overdraft will be guaranteed by PTA(s) ____________________________

Dept Reviewed/Approved ____________________________ Date __________________________

OSR Research Accountant completes section below

SECTION 2

☐ Reviewed terms of contract and verified any remaining earned balance is not required to be returned to the sponsor
☐ Open overdraft cost sharing account, if applicable
☐ Transfer unexpended balance minus IDC to PI’s designated account
☐ De-obligation completed and award status marked “on hold” or “closed”
☐ ARC: Update status and enter close amount

Closeout prepared
by: ____________________________ Date: __________

Closeout reviewed
by: ____________________________ Date: __________