**FINAL CLOSEOUT CHECKLIST FOR CLINICAL TRIALS**

### SECTION 1

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

- Check box if 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

- Check box if 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 complete 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**: ______________