Clinical Trial Closeout Checklist and Certification
(Due 90 days after end of project)

Project No. _____
Principal Investigator _____

1. Has the sponsor been properly billed for all services performed and has the revenue been received and properly recorded?
2. Have all appropriate personnel related expenses been charged to the project according to university policies and procedures?
3. Has an audit been performed on all medical services to ensure that all study procedures have been charged correctly?
    a. Matching all medical procedures to "standard of care" or study related categories as approved in original budget.
    b. Ensure that all "study related" services were billed to the project, not to insurances.
    c. Ensure that no "standard of care" services were billed to the project unless approved in the original budget for all patients/subjects.
4. Have all other direct expenses been properly recorded? Are there any unrelated study costs that have been charged to the project?
5. Have all encumbrances been cleared?
6. For all projects with residual balances (income exceeds expenses) in excess of 50%, a letter of explanation is attached stating why the significant variance exists.

I certify the study has been completed and the above items have been followed and that the accounting statements reflect all appropriate revenue and expenses.

_____ _____
Principal Investigator Date Administrative Manager Date

Any deficit or surplus should be transferred to the following unrestricted chartfield:

_ _	_ _ _ _ _	_ _ _ _	_ _ _ _ _	_ _ _ _ _ _ _ _	_ _ _ _ _
BU	**Org ID**	**Fund**	**Activity**	**Project**	**Account**

Mail to Grants & Contracts Accounting, 406 Park and send a copy to the Office of Sponsored Projects, 75 South 2000 East 2nd Floor