**Closing a Clinical Trial**

**PM / CRC STEPS**

1. Upon IRB Closeout: Ensure that there are no outstanding hospital charges. This can be confirmed with:
   1. Carol Martinelli - [Carol.Martinelli@pennmedicine.upenn.edu](mailto:Carol.Martinelli@pennmedicine.upenn.edu)
   2. Lorraine Spellman - [Lorraine.Spellman@pennmedicine.upenn.edu](mailto:Lorraine.Spellman@pennmedicine.upenn.edu)
   3. Cc - [DOM\_CRS@pennmedicine.upenn.edu](mailto:DOM_CRS@pennmedicine.upenn.edu)
2. Close all patient encounters in PennChart
3. Close the study in CTMS
4. Confirm IDS has closed the study in their system / destroyed drug
5. Once these have been completed, please send the following email to [DOM\_CRS@pennmedicine.upenn.edu,](mailto:DOM_CRS@pennmedicine.upenn.edu) attaching the IRB closeout letter:

Good afternoon -

This email is to notify you that the <Sponsor> / <Protocol #> for Dr. <PI> has been closed at the IRB. Attached you will find the IRB Closeout Letter. Additionally, I am confirming that there are no outstanding hospital charges, and the study has been closed in PennChart, CTMS, and IDS.

Thank you,

<Coordinator>

**NEXT STEPS**

1. CRS will close the RBN account, conduct a final reconciliation with the sponsor, and send the final study invoice. (2 to 3 months)
2. Study will receive final payment from sponsor. (1 to 3 months)
3. CRS notified final cash came in during monthly report prep. (1 month)
4. CRS compiles the financial closeout packet and submits it to the PI for signature, then to the BA and Chair for signature. The coordinating team should assist in obtaining PI signature. (2 weeks)
5. Once all signatures are obtained, then it will be routed to OCR for review (2 weeks), and finally to ORS for the funds transfer (1 to 12 months) and account disabling (1 to unknown days).
   1. PI will not see the funds transfer until this has been completed.

Please expect a 6- to 12-month timeline for this process to complete.

During this time period, CRS will continue to monitor the account to make sure no wayward charges hit. They will also follow-up with ORS to move things along and will escalate to the PI as needed.