

UConn HEALTH

POLICY NUMBER 2006-10

April 10, 2012

POLICY: RECONCILIATION OF CLINICAL RESEARCH FUNDS

PURPOSE:

To ensure that funds that hold revenue provided from external and internal sources to support clinical trials are managed according to institutional policies and state and federal law.

SCOPE:

This policy applies to all clinical research projects involving research induced medical interventions and research-related patient charges generated from medical, behavioral, social science, outcomes and health services research involving human subjects conducted within UConn Health. The policy encompasses all clinical research funds for clinical trials that require a budget workbook administered by Office of Clinical and Translational Research regardless of the sponsor.

POLICY STATEMENT:

Fund reconciliation will occur for all clinical research/trials that are internally and externally funded. Study funds will be reconciled after the first participant is accrued. The schedule of further reconciliations during the course of the clinical research/trial will be based on the findings after the first participant reconciliation, as well as the design of the research and the number of participants that are accrued in total to the clinical research/trial. A final reconciliation must be done at the time of closure of the clinical research/trial to ensure that all financial commitments are met before remaining balance is transferred to a residual account.

This function is designated to staff in the Office of Clinical and Translational Research (OCTR). The OCTR staff member is responsible for reporting discrepancies to the Principal Investigator (PI) and the appropriate billing office.

Peter Albertsen (signed)

7/5/12

Peter Albertsen
Associate Dean, Clinical Research Planning & Coordination

Date

Frank M. Torti (signed)

7/20/12

Frank M. Torti
Executive Vice President for Health Affairs

Date