

## In This Issue

- Tips for Financial Management of Grant Awards
- UPDATE: Clinical Trial Master Agreements

## Quick Links

- [University Hospitals](#)
- [Center For Clinical Research](#)
- [Office of Research Compliance](#)
- [UHCMC IRB](#)
- [UHCMC Grants and Contracts](#)
- [William T Dahms Clinical Research Unit](#)
- [Clinical Trial Listing](#)



## Questions, Comments, Suggestion?

If you have questions, comments or suggestions about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: [clinicalresearch@uhhs.com](mailto:clinicalresearch@uhhs.com) or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

## Education Updates!

[Click Here](#)

## Contact Us

Office of Research Compliance  
Lakeside 1400  
11100 Euclid Avenue  
Cleveland, Ohio 44106  
216.844.5576

[E-mail us!](#)

## Tips for Financial Management of Grant Awards: Project Task Award Expenditures Organization (PTAEOs)

### Award Close Out

An important and necessary function of grants management is closing the grant award properly. The Center for Clinical Research and Technology (CCRT) sends a notification reminder to the award manager 30 days prior to end date of a grant award. Within 5 business days the Award Manager should respond to verify if this award is to be closed out. **There is a new form located on the UH intranet called *Grant Close Out Form*, (click [here](#) for the form), which should be completed for all awards to be closed out.**

This form prompts the Award Manager to verify that all expenditures for the grant have been charged, all revenues have been received, all commitments have been paid and all sponsor financial reporting requirements have been met. The form is then signed by the Award Manager/Grant Administrator and the Principal Investigator (PI). Upon completion, the form is submitted to the CCRT for the final close out process.

As a routine part of the process, CCRT staff and the PI will review the treatment of the residual funds in the terms and conditions section of the award, and issue a payment to the sponsor, if applicable. A close out notification and a copy of the signed Grant Close Out Form will be sent to the PI and the Award Manger after the grant award is closed.

### Award No Cost Extension

A “No Cost Extension” is a request to extend the end date of the grant award, when additional time is needed to complete the project, without adding additional funds to the grant. This must be requested by the PI or Award Manager 30 days prior to the award end date and must be accompanied by proper justification. **A new form, *Grant Extension Request Form*, also located on the intranet, is to be filled out when making this request.**

A “No Cost Extension” requires signatures of the Award Manager/Grant Administrator and PI prior to sending to the CCRT for approval. If a No Cost Extension can be granted, as per the terms and conditions set forth in the award, the CCRT will extend the award end date and maintain the original request form and the backup documents in the grant file. If a grant award requires a written amendment to extend the end date, the PI and/or Grant Administrator will be notified and a written amendment will be needed to complete the extension. The policy for requesting a No Cost Extension can be found in [UH policy R-32](#).

### UPDATE: Clinical Trial Master Agreements

The Office of Grants and Contracts (OGC) of the Center for Clinical Research and Technology has established a number of Master Clinical Trial Agreements (MCTA) and Master Confidentiality Agreements (MCDA) between University Hospitals Case Medical Center (UHCMC) and a variety of clinical research sponsors, as part of our ongoing efforts to improve the efficiency of execution of these agreements. By shortening the contract approval time for clinical trial agreements, investigators will be able to enroll research participants earlier and have the chance to increase enrollment. The following Master Agreements are currently in place.

MCTA			MCDA
Abbott	DuPont	Novo Nordisk	Abbott
Bayer Pharmaceuticals	EMD Serono	Sanofi Aventis	AstraZeneca
Biogen	GlaxoSmithKline	Schering-Plough	Axcan
Celgene	Hoffman-LaRoche	Vertex	US Endoscopy
Cook	Novartis		