

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: Management of Clinical Research Accounts	
Relates to Policy/Procedure: 2006-10	
SOP#: 700-09	Version 4.0
Prepared by: Clinton Propfe, Judie Fine, B. Jones	Original date: 8/5/09
Approved by: Judi Kulko	Date approved: 8/19/16

Purpose and Applicability: To ensure that accounts that hold funds provided from external and internal sources to support clinical trials and/or clinical research are managed according to institutional policies and State and Federal law.

Background and Significance: Prior to the implementation of this series of SOPs, clinical trials at UConn Health were not reconciled by utilizing a universal procedure. Reconciliation was up to the discretion of the Department Administrator. Moreover, the trial close out process involved little more than the completion of forms and the transferring funds. A centralized approach was deemed a necessary solution to accurately and consistently monitor the flow of cash in clinical trial budgets.

Scope: The related UConn Health policy applies to all clinical research projects involving research protocol induced medical and/or dental interventions and research-related patient charges generated from medical, dental, behavioral, social science, outcomes and health services research involving human subjects conducted within the UConn Health. The policy encompasses all clinical research accounts that are administered by Research Finance regardless of the sponsor.

Responsibilities: Account creation, reconciliation, with attendant rebudgeting, budget supplementation and closing must occur to ensure ongoing financial compliance and efficient operation of a research study. These functions are designated to the Reimbursement Analyst in the OCTR, under the supervision of the OCTR Executive Administrator.

Procedural Steps: SOPs in the 700 series include procedural steps for all tasks outlined above.

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Revision date: 8/19/2016; 8/25/2013 5/7/2010,	Revised by: Judi Kulko, B. Jones Revised by : Judie Fine
Reason for revision: 2.0 To more accurately describe tasks involved in the 700 series of SOPs 3.0 To add Dental research to SOPs 4.0 Name changes	
Revised and sent to archives: 8/19/2016 Date revised version sent to archives & current revision version # advanced: 5/13/10; Date revised version sent to archives & current revision version # advanced: 8/25/13	