

## **Processing Early Terminations for Clinical Trials**

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A clinical trial may be early terminated if, but not limited to:

- Enrollment not successful
- Trial concluded earlier than anticipated
- Sponsor has requested cancellation of trial
- Safety of patients

### **The HSC Sponsored Projects Office (SPO) will:**

Receive notice from PI requesting early termination of original end date and/or receive notice from Sponsor requesting early termination. SPO will verify if the end date was open ended or specific.

SPO will verify with the assigned C&GA Fiscal Monitor that the invoices have gone out and payments have been received for all expenses up this point, including the start-up fee.

SPO will use the Institutional Review Board (IRB) Protocol closeout date as the date for early termination. This ensures:

- Study is permanently closed to enrolment OR was never open for enrollment
- All subjects have completed all Study-related interventions OR not applicable (e.g. study did not include interventions, no subjects enrolled)
- Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)

Once SPO receives the IRB Protocol closeout date, SPO will process the early termination in Click.

Once Early Term is processed in Click, a notification will be sent to the HSC Contract & Grant Accounting Fiscal Monitor to process in Banner and account will be closed. A notification will also be sent to the PI and Admin (person identified in Click).

Any questions regarding this process can be directed to [HSC-PreAward@salud.unm.edu](mailto:HSC-PreAward@salud.unm.edu)

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