



Calgary Centre for Clinical Research (CCCR) Project Code Closure Form

Project #: Ethics #:

Dept ID: Protocol No:

Sponsor Name:

Study Name:

Prior to closure of the project code, please answer the following questions: Yes No

- Are all revenue and expenses posted on EFIN for this project?
- Are there any outstanding transactions yet to be posted for this project?
- Is there a Holdback on this study as per the study contract holdback clause? (If applicable)
- If answered yes to the Holdback, have you received these funds?
- Does the contract allow surplus funds to be retained by the University?
- Would you like the remaining balance transferred to the residual code?

Note: Surpluses from Research funded by Federal Agencies such as Tri-council, NIH, etc. cannot be retained by the University.

7 If YES indicated for #5 & #6, please indicate Residual Project Code

8 Is the CHREB closure form attached? Yes No

9 Please indicate how many boxes to be sent for archiving Number of Years:

If no other arrangements have been made with CCCR, as per the storage policy and storage fee schedule, storage fees will be removed from surplus of the above mentioned project code or the PI's Residual Project Code or the Department Head will be invoiced utilizing the number of boxes indicated and the storage fee calculator.

Other Comments:

Project Holder Signature:

By signing this form, I am declaring that the information is complete and accurate. Furthermore, I declare that I am an authorized signing authority for the above mentioned project codes and authorize the University of Calgary to remove the necessary close out costs that involve storage-archiving fees and/or outstanding overhead as per University policy.

Print Project Holder Name:

Date: Telephone #:

Please email completed closure form to cccr@ucalgary.ca

If your project code does not appear in the Approved Protocol Project Code list on PSP, it must first be entered under the section called "My Existing Protocols".

Questions?
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Fax: (403) 210-75
Email: cccr@ucalgary.ca

Please note applicable overhead and storage fees will be removed prior to any transfers of surpluses.