

## **Oracle Pending/At-Risk Accounts for Industry-Initiated Clinical Trials**

Why: To facilitate appropriate accounting for expenditures associated with study activation including study start-up fees and personnel expenses.

What: Any project with a sponsor-written protocol that qualifies for the clinical trials F&A rate that is submitted to the Office of Sponsored Programs (OSP) will have a pending account created in Oracle. Grants Accounting (GA) will continue to be notified by OSP at time of award or contract execution at which time the account will no longer be considered a pending account.

Who: OSP is responsible for requesting these pending accounts for applicable projects. GA will notify the PI, Award Manager and OSP via email when the pending account number has been created. The pending account information will be stored in the IRAP OSP record and will be included as part of the award package sent to Grants Accounting upon execution of the clinical trial agreement.

How: Upon receipt of an Extramural Checklist from a site, OSP will notify Grants Accounting of the need for a pending account for the applicable project. The start date for the account will be 1 year prior to the receipt date of the Checklist. The account will remain open up to 1 year from the date of creation in the 'pending' state unless the account is activated or closed.

Responsibilities of the PI/study team: The PI/study team will use this account to process payment for any and all start-up expenses incurred as part of the study activation process. This includes start-up fees for IRB, Pharmacy, Radiology, etc., as well as personnel expenses associated with the time required for study activation procedures. It is understood that these accounts will temporarily run a deficit balance until the contract/award has been executed and payment from the sponsor is received. Grants accounting will continue to evaluate expenses posted to these accounts to ensure the expense was incurred within the project period dates.