

Ledger 4 Clinical Trial Date Changes

Ledger 4 clinical trials refer to non-Federal clinical trials with a project ID that begins with a 4. The process below refers **only** to these projects. If the date needs to be extended or changed to start the closeout process for these projects, the department **must** submit the [Ledger 4 Clinical Trial Date Change Request Form](#). As a reminder, OSP will initiate closeout for these projects once the end date in ConnectCarolina is reached.

Business Process Steps:

1. Confirm all final expenses have been recorded in ConnectCarolina and the final invoice has been sent.
2. Complete the [online request form](#)
 - a) Select Closeout from the type of change options
 - b) Provide final invoice and notice from the PI or project manager that the project has ended.
 - c) Submit the form
3. The OSP industry contracting team will receive the request and will create and process a RamTracker for this request.
4. Once DM has completed the date change in RAMSeS and ConnectCarolina, an automatic email will be sent to the department administrators and OSPBilling.
5. OSPBilling will identify the correct SPA for this project and let them know that a closeout has been requested.
6. The SPA will review the following:
 - a) The account is not overspent
 - b) The F&A is correct
 - c) They will work with the department to remove any expenses, as applicable
 - d) They will provide residual amount available to department, as applicable
7. If there are overages on the account, the SPA will alert the department to remove them. If the department does not remove them, the SPA will.
8. If a residual amount is available, the SPA will alert the department, who will create a residual journal entry.
9. Once the residual is processed or any overtures are removed, the SPA will close the project in ConnectCarolina and RAMSeS.

Appendix 1 – Sample Closeout Email Reminders

Subject: PS Project ID xxxxxxxx – Closeout Reminder

Date:
PS Project ID:
Project Title:
Sponsor:
Dept:
Prime Dept:
End Date:
PI:

7/45/90 days remain before the end date of the above-referenced PS Project ID. As a reminder, this notification is triggered by the project end date in RAMSeS and may not always indicate that project closeout is necessary. For example, if this is a project with incremental funding, or one without automatic carryover, or a NIH fellowship, you may not need to complete final award closeout tasks.

RAMSES CLOSEOUT SUBMISSION

The RAMSeS Closeout Record may be accessed by Closeout Submitters in the Prime department via the "Closeout Submissions" inbox on the RAMSeS Award dashboard. **Submission of the RAMSeS Closeout Record is NOT required as part of award closeout.** However, submission of the RAMSeS closeout record may be used to communicate to your OSP Sponsored Projects Accountant that all expenditures have posted to ConnectCarolina for the prime PS Project ID, and all related subaccount and/or subagreement PS Project IDs.

CLOSEOUT REMINDERS

It is the responsibility of the prime PS Project ID department to ensure timely closeout of all associated Subaccount PS Project IDs, including those where the administering department differs from the prime. It is also imperative that **subrecipients are actively engaged** by you and/or your team during the closeout timeline to ensure invoices are submitted and processed in a timely manner. Please reference the list of subagreement PS Project IDs associated with this prime below:

PS Project ID	Dept	Budget Begin Date	Budget End Date	Project End Date
5035165	Biostatistics	11/15/2010	12/31/2014	12/31/2016
5035131	Biostatistics	1/1/2011	12/31/2014	12/31/2016

If applicable, within the next 7 days you should be making any necessary final preparations for project closeout. All valid and supportable expenditures to the project must be fully processed and any outstanding obligations cleared by the KK end date. Please ensure that you do not overspend or incur expenses past the end of the project. Cost transfers received at OSP more than 60 days after the project end date will only be considered in rare instances due to financial reporting requirements. A closeout review list is also provided below to aid in the project closeout process.

CONSIDERATIONS FOR CLOSEOUT

Have you determined what your unposted expenditures will be?

- Do you have enough remaining funds to meet these expenditures?
- Do you have personnel that are being paid from this project that need to be reallocated to other efforts?
- Have you considered the related charges of employee benefits and F&A costs?
- Have you considered recent charges not yet recorded on the ConnectCarolina reports?
- If your project is in its terminal year, do you require a no-cost extension? If so, please contact OSP at SponsoredPrograms@unc.edu.
- Do you need a Project Financial Guarantee set up for your new award? If so, please contact OSP at SponsoredPrograms@unc.edu.
- If your award is from DHHS, will there be a positive balance which is available for carryover? If so and the amount is over 25 percent of your current award, please mention the estimated balance in your continuation/renewal application form. If your award does not authorize carryover, please contact OSP at SponsoredPrograms@unc.edu for instructions on applying for agency approval of carryover.

Have you reviewed all previous ConnectCarolina reports for errors?

- Are the charges valid and supportable?
- Are any charges missing which should be reflected in the project?
- Any correction should be initiated as soon as possible. Due to financial reporting requirements, cost transfers received at OSP 60 days after the Project End Date will only be considered in rare instances.

Have you overspent or anticipate that you may overspend any restricted budget categories?

- Have you requested rebudgeting for any overages?

Ledger 4 Clinical Trial Closeouts

If this is a reminder for a ledger 4 clinical trial (4xxxxxx), and the project end date needs to be changed, please complete the [Ledger 4 Clinical Trial Date Change Request Form](#). You will need to select 'Date Extension' or 'Closeout' as the type of change you are requesting and include documentation that confirms the protocols and study activities are completed.



UNC

RESEARCH

Ledger 4 Clinical Trial Guidance

PROJECT SUPPORT RESOURCES

Please email award management requests/forms to SponsoredPrograms@unc.edu and general financial management inquiries to OSPBilling@unc.edu.

Project Specific Award Management

- OSP Sponsored Projects Specialist – SPS Name, Email, Phone
- OSP Sponsored Projects Accountant – Biller Name, Email

Sponsored Project Financial Reporting

- [RAM Reports](#) - Use this new reporting tool to manage sponsored project financials. To Learn more, go to the [OSP RAM Reports guidance page](#).

Systems and Technical Assistance

- **ConnectCarolina** – Submit a ServiceNow request at help.unc.edu. See the [OSP ServiceNow guidance page](#) for assistance making requests.
- **RAMSeS, Backbone, and other research applications** – Contact the Office of Research Information Systems (ORIS) Help Desk at 919-843-2594
- **Subagreement Initiation Portal** – Visit the [OSP SIP guidance page](#) for a list of [FAQs](#) or email SponsoredPrograms@unc.edu.