Closeout forms for clinical studies (57001) should be sent to Clinical Research Finance at CRF@uth.tmc.edu by the third week of the month. Requests sent after that, may or may not be processed due to the volume of requests.

All others:
Send completed form to PAF, PAF@uth.tmc.edu

<table>
<thead>
<tr>
<th>Project Number to Close:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Residual Project Chartfield to transfer funds to (Fund 57050): (if one is not available a project will be created)</td>
</tr>
<tr>
<td>Total amount to be collected:</td>
</tr>
<tr>
<td>What is the dollar amount to be transferred?</td>
</tr>
<tr>
<td>What is the percent remaining? (Amount being moved/total collected* 100)</td>
</tr>
</tbody>
</table>

If percent remaining is 10% or greater, please provide a detailed justification (narrative) explaining why the balance is in excess of 10%:

The Following criteria have been met:

- It is a 57001 fund project
- All invoices have been received and paid (example MHH invoices, Quest invoices)
- All payments have been received (including final payment/payment of hold back- if applicable.)
- No Deficits (if in deficit, please provide CFS where you want to move funds from to cover that deficit)
- No encumbrances
- Closed out in Iris – with closure report submitted

Prepared by: _______________________________________________________________________________
Preparer Signature: ___________________________________________________________________________
PI: _______________________________________________________________________________________
PI Approval Signature: _______________________________________________________________________
DMO: ____________________________________________________________________________________
DMO Approval Signature: ____________________________________________________________________