THE UNIVERSITY OF ARIZONA HEALTH SCIENCES
Research Administration

1670 E. Drachman Street
Tucson, AZ 85721
Tel: (520) 626-1542
Fax: (520) 621-1846
research.uahs.arizona.edu/

Clinical Research Account Startup Checklist

The purpose of this checklist is to outline the mandatory processes to follow when starting up a clinical research trial account. This is a 'best practice' operating procedure.

The contract, award agreement, and/or agency regulations specify the process for starting up the account. This includes processes for startup invoicing.

- ☐ Study Team finalizes a contract, IRB approval, and Site Initiation Visit.
- ☐ Study team works with Regulatory Coordinator/OnCore Support to get OnCore status to "Open to Accrual".
- ☐ "Open to Accrual" email notification is sent to Clinical Trial Post Award team.
- ☐ Clinical Trial Post-Award creates study spreadsheet and invoicing starts.
- ☐ Clinical Trial Post-Award works with study team to ensure logging requirements.
- ☐ Study team to review study spreadsheet/visit log to ensure accuracy to protocol.