**Documentation required:**

* Authorisation from the AEMPS. This document does not limit the signing of the contract.
* Approval of the reference CEIm. This document does not limit the signing of the contract.
* Financial report submitted to the evaluating IRB/IEC (original Budget).
* Agreement to collaborate with the Pharmacy Department (We recommend making an appointment as soon as possible at the following link: https://eecc-hcsc.appointlet.com/)
* Other services' agreement (if applicable)
* Certificate of insurance policy
* Letter of Delegation / Power of Attorney from the CRO (if applicable)
* Power of attorney of the signatories
* Approval of the Principal Investigator to the redistribution of the study costs (it is sufficient with an e-mail where the PI indicates what he/she wants to use the money for the study).

The model contract and financial report have been established by the Consejería de Sanidad and agreed with Farmaindustria, therefore it is not possible to admit any changes. The contracts will be signed in Spanish or bilingual, it is not allowed to sign only in English.

**Signing the contract:**

The completed contract models will always be sent in Word format.

The ELECTRONIC signature circuit starts at our centre, in the following order:

1st\_ Hospital Manager/Foundation Director

2nd\_ Promoter

3rd\_ Principal Investigator

No variations in the signature circuit are allowed.

The contract will be released once the invoice for the registration and document management costs of the study has been paid. These expenses are independent of the signing of the contract, the expense is accrued once the agreement of the centre has been obtained, and payment must be made regardless of whether the contract is signed or not.

For any questions regarding invoices and payments, please contact Pilar Orozco at [fibensayos.hcsc@salud.madrid.org](mailto:fibensayos.hcsc@salud.madrid.org)

In the event that you require us to invoice the CRO instead of the SPONSOR, the letter of delegation must clearly state that you authorise the CRO to be invoiced.