* **Documentation required:**
* Approval of the reference CEIm.
* Approval of the CEIm of the centre (Hospital Clínico San Carlos).
* Financial report submitted to the reference CEIm
* Letter of delegation / Power of Attorney of the CRO (if applicable)
* Power of attorney of the signatories by the promoter and/or CRO
* Approval of the Principal Investigator to the redistribution of the costs of the study (it is sufficient with an email where the PI indicates what he/she wants to allocate the money for the study).

The model contract has been established by the Consejería de Sanidad and agreed with Farmaindustria, therefore it will not be possible to admit any changes. The contracts will be 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\_ Sponsor

3rd\_ Principal Investigator

It is not possible variations in the signature circuit are allowed.

En el caso de que nos requiera facturar a la CRO en vez de al PROMOTOR, en la carta de delegación debe indicarse claramente que se autoriza a que se facture a la CRO.