



REQUIREMENTS FOR THE ADMINISTRATIVE MANAGEMENT OF THE AGREEMENT

In order to start **managing the agreement**, depending on the type of study, you must submit the following documents to uadec.germanstrias@igtp.cat:

CLINICAL TRIAL AGREEMENT

1. The Site's **Clinical trial agreement template** in [Spanish](#) or [English](#) with track changes including the Sponsor's financial report.
2. Signed document on the **Suitability of the facilities** of the HUGTiP.
3. **Collaboration agreement with the Pharmacy Department** in Spanish or English filled out, dated and signed by the sponsor/CRO (if applicable).
4. **Insurance certificate** in which the Site and Principal Investigator are specified.
5. [Invoice request form](#).
6. **The Principal Investigator's local documentation:**
 - [PI and collaborators statement of responsibilities](#)
 - [Collaboration agreement with the departments involved](#)
7. **REC's approval** (when available).
8. **Authorisation from the AEMPS** (when available).
9. **Document issued by the sponsor delegating functions and responsibilities** (if applicable).

EOM/RESEARCH PROJECT AGREEMENT

1. The **site's agreement** template for:
 - **EOM** in [Spanish](#) or [English](#) with track changes including the Sponsor's **budget**, or
 - **RESEARCH PROJECT** in [Spanish](#) or [English](#) with track changes including the Sponsor's **budget**.
2. **Proof of the assessment application** sent to the HUGTiP REC (email in PDF format).
3. [Invoice request form](#).
4. **REC's approval** (when available).
5. **Classification of the study by the AEMPS** and/or **Authorisation from the Autonomous Community** (if applicable and when available).
6. **Document issued by the sponsor delegating functions and responsibilities** (if applicable).