

## PAYMENT OF FEES IN SINGLE CONTRACT MODEL

The **Lawyer of CRCO** prepares the suitable contracts for each member of the trial staff.



**Contract Coordination Officer of CRCO** coordinates the signing of agreements on both sides (Trial staff members and representatives of the University of Szeged).  
All Agreements have to be signed by all parties until the date of Site Initiation Visit.



Based on the **Sponsor's** Service Completion Certificate **Clinical Trial Assistant of CRCO** sends invoice request form(s) to **Financial Manager's Office**.  
**Financial Manager's Office** sends the invoice to the Sponsor and also sends its copy to the **Clinical Trial Assistant of CRCO**.  
When the **Sponsor** paid the invoice, **Head of Unit of CRCO** signs the Service Completion Certificate for Staff members and **Contract Coordination Officer of CRCO** towards these to them.



Staff members with firm send invoice to **Operative Manager of CRCO**.  
After checking invoice, **OM of CRCO** sends it to **Financial Manager's Office**.

Staff members without firm get their payment via their employer, University of Szeged.  
In this case the **Financial Manager's Office** add it to the Staff Member's payroll.

According to the **PI's decision** part of fees could be transferred to the Institute of Site. In this case **Operative Manager of CRCO** starts the process of payment.