

## INSTITUTIONAL AGREEMENT - PREPARING STEPS OF SIGNATURE

**Contract Coordination Officer of CRCO** uploads the basic documents of the clinical trial to the MODULO system (such as Institutional Agreement, Sponsor's statement about the division of total investigational fee (70-30%), etc.)



**Contract Coordination Officer of CRCO** initiates the completion of PI's Financial Plan in the MODULO system, and sends an electronic message to the PI about it.



PI completes the Financial Plan in the MODULO system, then prints and signs it, and uploads it to the MODULO system and sends back the Financial Plan to **CRCO**.



When PI's Financial Plan arrives to **Contract Coordination Officer of CRCO**, it will be confirmed in MODULO system, and the signing procedure of the Institutional Agreement can be started. \*

\*The signing process can only be started in case it is marked in the the MODULO system that the PI's Financial Plan has already arrived.