

## PAYMENTS IN SINGLE CONTRACT MODEL

**Contract coordinator** prepares the suitable contracts for each member of the trial staff.



**Contract coordinator** coordinates the signing of agreements on both sides (Trial staff members and representatives of the University of Szeged).



Based on the **Sponsor's** Request for Invoice **Start-up coordinator** sends invoice request form(s) to **Finances Directorate**.

**Finances Directorate** sends the invoice to the Sponsor and also sends its copy to **Start-up coordinator**.

When the **Sponsor** paid the invoice, representatives of University of Szeged sign the Request for Invoice for Staff members and **Contract coordinator** towards these to them.



**Staff members with firm** send invoice to **Contract coordinator**. After checking invoice, **Contract coordinator** sends it to **Finances Directorate**.

**Staff members without firm** get their payment via their employer, University of Szeged. In this case the **Contract coordinator** initiates their payment with their monthly payroll.

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