Guidelines for the Clinical Trial Agreement (CTA)

It is essential for our hospital to draw up contracts in a clear and effective manner. These guidelines are intended to provide a structured framework for drafting contracts. By adhering to these guidelines, we strive for transparency, accuracy, and legal compliance in all our contractual commitments, while simultaneously striving for constructive collaboration and achieving optimal outcomes for our patients and stakeholders.

1. **The Legal part**

- Multiparty Agreement:

The physicians at our hospital are independent medical doctors and not employees of the Institution. Investigator nor Institution may incur any liability on each other's behalf nor bind the other Party to any obligations without the prior written consent of the other Party. The agreement should explicitly state its multiparty nature, outlining the obligations of each party.

- Clarification of roles:

It is crucial to make a clear distinction between the roles of the Investigator, the Co-Investigator(s) and the Institution.

In concrete, the parties to the Agreement are described as follows:
Clinical trial agreement

between
Jan Yperman Ziekenhuis vzw, Briekestraat 12, 8900 Ieper, Belgium
Duly represented by Frederik Chanterie, CEO, by Maarten Crappé, CFO and by Dr. Hans Feys, CMO
hereinafter referred to as the "INSTITUTION"

and

Dr. [to complete], [Title], representative of [association or legal entity], with legal office located at [Briekestraat 12 if applicable], 8900 Ieper, Belgium

hereinafter referred to as the "PRINCIPAL INVESTIGATOR"

and *If (a) supporting service(s) cooperate(s)*

Dr. [to complete], [Title], representative of [association or legal entity] with legal office located at [Briekestraat 12 if applicable], 8900 Ieper, Belgium

hereinafter referred to as the "Co-INVESTIGATOR"

and

Sponsor and/or CRO, or Academic Center, with their full address

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2. The Financial part

The following description is displayed in this section:

- The Principal Investigator, all cooperating Co-Investigators and the Institution are each described in a separate appendix.
- What activities each service carries out for the study, with corresponding compensation.
- A clear distinction is made between activities that are part of standard care and those that are carried out specifically for the study.
- All budgets in the contract are exclusive of VAT. This will be added during invoicing.
- The invoicing address of the sponsor/CRO with their VAT number (except USA).
- Delivery address, preferably an email address, if different from the invoicing address.
- The bank details of the Principal Investigator, all supporting services and the Institution. Ask our overview with the bank details of the participating parties of the Study.

Invoices are sent by the Investigator, the supporting services and the Institution for services provided under the clinical trial agreement. The institution invoices for the pharmacy and the Institution.

3. Contact person

As part of these guidelines, our study nurses are also point of contact to assist with any questions or information requests.

We extend our sincere gratitude to you for adhering to our guidelines. Your commitment to following these guidelines is greatly appreciated and contributes significantly to our collective efforts in maintaining standards of excellence.

Thank you for your cooperation and dedication.

Sincerely

Clinical Trial Team, Jan Yperman Ziekenhuis

Florence Havegheer, + 32 57 35 72 97
Marijke Ghekiere, +32 57 35 73 00