



Regulations for clinical research trials

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1. GENERAL PROVISIONS

1.1. Basic principles for the organization of clinical trials

(1) Principles for the conduct of clinical trials:

a) Principle of freedom of research:

Article X of the Fundamental Law of Hungary expresses that Hungary ensures the freedom of scientific research. The Semmelweis University's (hereinafter: "University" or "SE") shall in accordance with the Fundamental Law, that these Clinical Research and Trials Regulations (hereinafter: "Regulations") ensure for persons covered by these Regulations the freedom necessary for the smooth and efficient performance of their scientific duties.

b) Principle of decentralization:

The University ensures that persons covered by these Regulations have the necessary supporting central organization (as the Central Coordination Office for Clinical Research of the Directorate for Health Management and Development of the Clinical Research Directorate of the Clinical Centre for Medicine, hereinafter referred to as the Bureau) for the independent performance of scientific duties. They shall also have professional and methodological conditions for supporting and promoting research activities in decentralized departments.

c) The principle of synergy between theoretical research and clinical practice:

The University shall ensure, through the organizational system of clinical research and clinical trials, that theoretical research and clinical practice are carried out in a coordinated way, and that innovative results are put into practice as soon as possible.

d) Transparency principle:

The University shall ensure and confirm in these Regulations that the processes of clinical research trials, including professional, financial, and legal compliance, and the activities of all parties involved in clinical research trials are designed and regulated clearly and transparently, following the principle of transparency.

(2) Principles for the organization of research trials:

a) the principle of supporting local (departmental) initiatives:

The University shall actively contribute to and support the preparation, conduct, legal, administrative and economic management of research studies within its remit and competence, and shall provide support to all the departments involved in the study and to its authorized Principal Investigators.

b) the principle of providing services complementary to research and investigation:

The University shall provide research-related services at all stages of clinical trials in an incentive-based manner in the interest of clinical trials, the University, and the trial sites. The University shall also support the implementation of this principle by allowing the participation of the 100% University-owned Semmelweis Egészségügyi Kft. Through this, a more efficient provision of services, more transparent processes, and simplified administration can be provided, thus facilitating the use of the primary contract, mainly imaging and some pathology tests, within the University.

c) the principle of a staggered organizational structure:

The Rector manages the organization of research and studies and the participation in the development of the professional content, assisted by the President of the Clinical Centre. For the registration of clinical trials and non-interventional research initiated by a researcher employed by the University, without the need for independent contracting, the bureau works closely with the unit managed by the Vice-Rector for Science and Innovation. The primary arena for the organization of research trials is the organizational unit and may also involve the collaboration of several organizational units. The Bureau supports the coordination, management, and legal tasks of the research and study, the Directorate-General for Finance (hereinafter GFI) and the Directorate-General for Legal and Administrative Affairs (hereinafter: JIF) as well as by the central unit(s) under these Regulations, which ensure that the professional objective is achieved in an external and internal regulatory environment and that financial and economic aspects are taken into account.

d) the principle of unity of research and investigation:

In the preparation, conduct, and conclusion of clinical research trials, the University shall not assess the individual elements or sub-tasks in the medical, legal, administrative, and economic evaluation, but rather the interrelationship of the parts and the adequacy of the clinical research trial as a whole.

e) The principle of freedom to organize research and trials:

The University encourages and supports the use of optimal research-trial organization arrangements related to the professional requirements of clinical research trials, subject to the possibilities set out in these Regulations.

1.2. Scope

- (1) The scope of this Policy covers a defined range of studies, which includes clinical trials that
 - a) by the University, on the initiative of an external sponsor or an investigator employed by the University, following the relevant legal provisions and agreements,
 - b) under the direction of the Principal Investigator, with or without the involvement of staff members of the department and/or external coordinators,
 - c) per the procedures laid down in these Regulations,
 - d) carried out based on the study-related contracts specified in these Regulations.
- (2) The scope of these Rules does not include
 - a) non-clinical investigations
 - b) clinical and non-interventional research studies not involving independent contracting and initiated by a researcher employed by the University.
- (3) Its personal scope shall apply to the organizational units and persons carrying out the research and study (in particular: researchers, medical specialists, residents, students, Ph.D. students, and research assistants), to the organizational units and persons carrying out its coordination and administration, and to the organizational units and persons carrying out the legal and economic tasks related to the study.

1.3. Definitions

Definition of the different forms of clinical research and trials

Clinical research:	As defined in Article 2(2)(1) of Regulation No 536/2014/EU of the European Parliament and the Council, any study involving human subjects, the purpose of which is: to establish and demonstrate the clinical, pharmacological, and/or other pharmacodynamic effects of one or more medicinal products; the identification of adverse reactions to one or more medicinal products; or the study of the absorption, distribution, metabolism, and excretion of one or more medicinal products to demonstrate the safety and/or efficacy of those medicinal products, subjects are subjected to diagnostic or monitoring procedures in addition to standard clinical practice.
Clinical trial:	A clinical investigation meeting one of the following criteria as defined in Article 2(2)(2) of Regulation No 536/2014/EU of the European Parliament and of the Council (hereinafter referred to as a clinical trial): the inclusion of the subject in a given therapeutic strategy is based on a prior decision that is not in line with standard clinical practice in the Member State concerned; the decision to prescribe the investigational medicinal products is taken at the same time as the inclusion of the subject in the clinical trial; or subjects are subject to additional diagnostic or monitoring procedures and standard clinical practice.
Medical device clinical trial:	Any planned and scheduled study conducted in humans at one or more study sites, defined as a systematic medical research study designed to collect clinical data on the safety and performance of one or more medical devices intended for clinical investigation.
Non-interventional trial:	Any trial that is not a clinical trial of investigational medicinal products or medical devices. The procedure followed does not deviate from usual healthcare practice.
Investigator-initiated study:	An investigator-initiated research study may be: a trial conducted as part of a grant application; monocentric or multicentric, funded entirely or partly by self-funding and/or external support, based on an investigator-designed protocol.

The sponsor is typically an investigator, a group of investigators, a scientific society, a university, a research institute, or a foundation entitled to support research activities.

Pre- and post-marketing clinical trials: Phase I study: Investigation of the tolerability, safety, pharmacokinetics, and pharmacodynamic effects of the investigational medicinal product in healthy volunteers or specific patient groups. The Phase I study may have the additional objective of determining the therapeutic dose range;
Phase II study: A study of the IMP in an indication selected based on pharmacological activity to confirm the efficacy of the IMP, establish the dose-effect relationship, determine the optimum therapeutic dose, and assess safety and tolerability;
Phase III study: A controlled, randomized, comparative study design with a more significant number of patients to demonstrate the efficacy, safety, and tolerability of the IMP;
Phase IV study: A study using an IMP with a marketing authorization following the summary of product characteristics to further assess the benefit/risk ratio, safety, and tolerability.

Concepts related to contracting

Non-disclosure agreement: An agreement, including a confidentiality agreement made by an individual before a clinical trial, is a legal statement to protect information about the data and procedures of a clinical trial.

Sponsor: Any natural or legal person who initiates, conducts, and funds a clinical trial.

Contract Research Organization (hereinafter: CRO): The sponsor contractually authorizes a person or organization (economic, scientific, or other) to carry out one or more of the sponsor's tasks and/or obligations concerning the research trial.

Study protocol: A document describing the subject(s), design, methodology, statistical design, and study organization. The protocol usually includes the background to the study and the rationale for conducting the study but may also include other documents to which the protocol refers.

Investigation fee: The fee for the protocol activities performed at the site, excluding fees for clinical investigation services provided by other University health care services, in a particular laboratory, imaging, and pathology services, except when the services are provided in the same department as the baseline study.

- Pharmacy registration fee:** A separate register of investigational medicinal products received for clinical investigation and used in the patient's treatment must be kept in the institutional pharmacy. The head pharmacist of the institution shall be responsible for keeping the register. The pharmacy registration fee is allocated to this task and is financed by the trial site from the clinical part of the trial fee. In the case of self-billed examinations, this fee must be an item of the excluded expenses.
- Cost per patient:** The total direct costs incurred under the primary study contract in studies involving a high-cost diagnostic or therapeutic intervention.
- Institutional Contract:** A legal statement between the Sponsor and the University containing the essential medical, legal, economic, and other provisions, duties, rights, and obligations relating to the clinical trial. An institutional clinical trial contract may be an individual, institutional contract, a framework contract, or a case-by-case contract based on a framework agreement. Where a framework contract is used, the term 'institutional contract' shall be understood to mean both the framework contract and the legal declaration containing the provisions for the case study. In case upon the Client's agreement, the institutional contract does not include or fully include provisions for other health services in a particular laboratory, pathology, and imaging services, as set out in the clinical trial protocol. In that case, the Parties shall conclude a separate Service Contract(s) for these services.
- Service Contract:** A legal agreement between the University and the Sponsor relating to clinical trials at the University and off-campus (external) trial sites, in a particular laboratory, pathology and imaging services, which is not covered by the Institutional Agreement, and which contains medical, legal, economic and other provisions, tasks, rights and obligations for the Sponsor and the University's service provider(s) relating to the clinical trial as defined in the protocol of the trial contract.
- Single-contract model:** An exclusive contractual relationship between the parties to a clinical trial (University, Sponsor) (whether single or multiple contracts) that is not linked to any other legal relationship with a third party, such as an investigator's remuneration, entered into by the Sponsor.

Multi-contractual model: A set of contractual relationships between the Sponsor and other parties involved in the clinical trial (University, Principal Investigator/team members, other legal entities), whereby, following acceptance of the overall clinical trial budget by the University and the Sponsor, the Sponsor enters into a separate contract with the Principal Investigator and the investigators for the share of the Principal Investigator's/team members' fees, as set out in these Regulations, in respect of the task performed.

Definitions relating to the staffing and facilities of the trial site

Standard Operating Procedures (SOPs): Detailed written instructions for the consistent performance of a specified activity.

Recruitment: A public invitation by a healthcare provider conducting a clinical trial, authorized by the National Institute of Pharmacy and Food Safety (hereinafter: OGYÉI), to recruit volunteers other than patients treated as subjects for a specified clinical trial.
A healthcare provider conducting a clinical trial may recruit eligible subjects by calling for expressions of interest published in a press release and on its website. The published call for recruitment shall refer to the existence of official authorization for the clinical trial. The recruitment call shall not be for advertising purposes. The mention in the recruitment advertisement of the manufacturer of the IMP and, in the case of an IMP with a marketing authorization, the marketing authorization holder shall not constitute advertising. The sponsor and professional and patient organizations may publish the recruitment advertisement's contact details on the healthcare provider conducting the clinical trial's website, social networking, or other websites, indicating the subject of the recruitment.

Principal investigator: Person responsible for the conduct of the trial at the trial site. If the investigation is conducted by a team of several persons at the site, the Principal Investigator is the responsible leader of the team. The Principal Investigator is responsible for setting up and securing a trial-specific team. The Principal Investigator may be a specialist physician with a legal relationship to Semmelweis University and a qualification as defined by law, and, in the case of studies not directly involving human subjects, a researcher.

Investigator: Responsible for the conduct of the relevant part of the trial and related tasks at the trial site, as required by the legislation, the GCP,

the protocol, the Principal Investigator's instructions, and these rules, under the supervision of the Principal Investigator.

Investigational pharmacist:	A mandatory member of the investigator team for drug clinic studies, responsible for maintaining the records of incoming drugs and ensuring that the quality requirements for drug storage are met.
Block coordinator:	A staff member assigned to the clinical block to assist in the clinical investigations of the departments, who is a member of the bureau staff.
Study coordinator:	A member of the clinical trial team who coordinates the trial at the trial site in collaboration with the Principal Investigator and under the supervision of the Principal Investigator. Their primary responsibility is coordinating the trial site's logistical, administrative and organizational tasks.
Study nurse:	Performs nursing duties, observation of subjects, biological sampling and handling and transfer of specimens, performing tests and interventions not requiring medical training, document management (keeping recruitment diary, administration of patient visitor records, keeping a patient diary, keeping the daily temperature of refrigerator assigned for storage of study preparations, monitoring the classification of the equipment used during the study, keeping the relevant part of the service record in a separate document, reporting the need for Service to the trial site administrator in good time), issuing, returning and checking the test products.

2. CLINICAL INVESTIGATIONS

2.1. General Provisions - Rules for the primary conduct of clinical trials at the University

2.1.1. Technical-scientific, legal and economic preparation of the clinical trial

- (1) The initiator of the investigation (Sponsor) shall, based on the subject of the trial, first seek
 - a) the academic staff member to be appointed as the Principal Investigator and/or
 - b) the Head of the department that is to be chosen for trial site and/or
 - c) a member of the bureau's staff.

The initiator shall also send its request for the conduct of a clinical trial in the electronic form to klinikaikutatas@semmelweis-univ.hu.

- (2) Where access to the data available at this stage requires the Principal Investigator to sign a confidentiality statement, they shall, before accepting and signing it, forward its contents to the Director of Legal Management of Clinical Research Legal Affairs of the Directorate-

- General for Legal Affairs and Administration (hereinafter referred to as "Legal Manager") at kkszerzodesek@semmelweis-univ.hu to conduct a legal compliance check.
- (3) In the event of contact with the bureau, including a joint request from the bureau with the Principal Investigator, the legal compliance review of the confidentiality statement shall be carried out by the Legal Manager.
 - (4) The Legal Manager shall be responsible for examining the legal adequacy of the declaration of confidentiality and for handling the Chancellery's authorization procedure for any derogation from the Hungarian jurisdiction clause. The Legal Manager shall be responsible for the verification of the declaration of confidentiality within three working days of receipt of the declaration of confidentiality:
 - a) authorize the acceptance of the confidentiality waiver submitted by the Sponsor or initiate its amendment; or
 - b) initiate the conclusion of a university-level confidentiality agreement between the Principal Investigator, the person entitled to represent the University, and the Sponsor.
 - (5) It is not necessary to enter into a confidentiality agreement if the party initiating the clinical trial already has an existing institutional or framework agreement for confidentiality.
 - (6) The Principal Investigator shall respond to a written request for a clinical trial from the Sponsor within 5 working days of receipt of the feasibility questionnaire sent by the Sponsor.
 - (7) If the trial site and/or the Principal Investigator do not wish to participate in the study and are so permitted under the feasibility questionnaire or the existing confidentiality agreement, the Sponsor will refer the Sponsor to the Bureau after prior consultation with the Sponsor.
 - (8) The Bureau may, at the Sponsor's request, within 5 working days of the Principal Investigator's refusal, propose the involvement of another Principal Investigator or another trial site in the same study.
 - (9) If the Principal Investigator accepts to conduct a clinical trial and the trial site has been selected by the Sponsor, the Principal Investigator shall inform the Bureau within 5 working days by sending the Declaration of Acceptance following Annex 1/A.
 - (10) The Declaration of Acceptance is also required if the clinical trial is conducted at an external trial site and is only linked to a University health service provider unit by a service contract. In this case, the Declaration of Acceptance following Annex 1/B shall cover the inclusion of the Service related to the clinical trial.
 - (11) The Bureau assigns a unique identifier (SE number) to the study and informs all the departments involved within five working days of receipt of the admission form. The unique identifier will be used to identify the investigation and must be indicated on all documents generated, in addition to the protocol number.
 - (12) Following or simultaneously with the Declaration of Acceptance, the declaration on the study personnel and material conditions (Annex 2) must also be sent to the Bureau by the Principal Investigator.
 - (13) Upon receipt of the Declaration of Acceptance indicating the conduct of the clinical trial, the Bureau, in consultation with the Principal Investigator, shall initiate an opening meeting

- with the sponsor of the clinical trial, involving the relevant legal, economic and professional departments of the University, and the bureau shall draw up a memorandum.
- (14) The staff member of the Bureau assigned to the clinical trial shall keep the documents generated in an organized manner, separated by clinical trial, until the trial is closed.
 - (15) The Chief Pharmacist, after informing the Bureau, sends the clinical trial notification form (Annex 3) to the Principal Investigator, who completes it and returns it electronically to the Bureau and the Chief Pharmacist within 5 working days.
 - (16) Within 5 working days, the Chief Pharmacist will arrange for the registration and, if necessary, consult with the Principal Investigator to appoint a Quality Assurance Officer (Annex 4). The pharmacy registration fee must be financed by the trial site from the clinical part of the trial fee.
 - (17) In a clinical trial, the countervalue of the investigational medicinal product(s) must not be charged to the budgeted drug budget of the clinic. The institutional agreement shall specify the method and conditions for the provision of all investigational drugs. The Principal Investigator and the head of the trial department shall be responsible for ensuring compliance.
 - (18) The further procedures for clinical trials related to the University Pharmacy Pharmaceutical Organization Institute (hereinafter: EGYGYSZI) shall be regulated by the EGYGYSZI in its rules of procedure.
 - (19) The regulatory and ethical approval of the clinical trial shall be carried out by the Sponsor under the ICH-GCP principles, the Hungarian legislation in force, and the Helsinki Declaration on Ethical Principles in Medical Research, for which the Principal Investigator and the Bureau shall provide the necessary support. At the same time, the Sponsor shall notify the Principal Investigator and the Bureau of the issuance of the study authorization.
 - (20) If the Principal Investigator declares on the declaration of acceptance that
 - a) the study involves cost-intensive diagnostic or therapeutic procedures; the trial site coordinator must, in collaboration with the trial site's financial manager, prepare a cost-per-patient calculation (Annex 5) of the study based on the study protocol before the conclusion of the institutional agreement to be sent to the Agency. The cost estimate must include the pharmaceutical registration fee.
 - b) If the cost price per patient enrolled is less than 12 % of the total per-patient study fee revenue envisaged in the institutional agreement for the clinical trial, the revenue to be paid to the trial site shall be equal to 12 % of the per-patient study fee,
 - c) If the calculated out-of-pocket costs per patient enrolled exceed 12 % of the total per-patient fee income per patient planned in the institutional agreement for clinical research, the income to the trial site shall be equal to the calculated out-of-pocket costs.
 - d) If the study does not involve high-cost diagnostic or therapeutic procedures, the revenue per trial site shall be 12 % of the total per patient study fee income
 - (21) The Bureau and its economic department shall provide professional guidance and support in the performance of financial and budgetary tasks. It shall support and monitor the calculation of the per-patient cost of standard operating procedures based on actual costs, the negotiation of prices based on the actual cost, the determination of the examination fee and the fees for services related to the clinical examination, and the inclusion of additional costs in the contract price.

- (22) The price negotiation shall determine:
 - a) The per-patient study fee revenue for the study.
 - b) The unit price of the procedures conditionally incurred during the study.
 - c) The quantity and value of services required.
 - d) The contracting fees (Annex 6) and other costs can be billed individually, independent of the study fee.
- (23) For the single-contract and the multi-contract models, 20% of the revenue from the investigation fee shall be paid to the University's central budget.
- (24) The Principal Investigator's statement on the maximum rate of the Principal Investigator's fee and the recording of investigative events in the University's medical record system is set out in Annex 7.
- (25) The Legal Manager shall make recommendations on draft contracts' economic and legal content to ensure that the contract evaluation process is as efficient and rapid as possible. The current version of the recommendations is published on the bureau's website.
- (26) The Bureau shall be assisted in its decision-making by the Committee for the Evaluation of External Research Projects, which shall give its opinion on the rules of procedure and the bureau's annual accounts. It may assist in developing standard operating procedures describing clinical trials by providing authoritative samples and giving its opinion on the standard operating procedures developed.

2.1.2. Conclusion of contract

- (1) The Sponsor shall send the draft institutional and/or Service contract to the following e-mail address: klinikaikutatas@semmelweis-univ.hu.
- (2) The Bureau shall assign a file number to the draft contract(s) received and forwarded it to the economic operator for comments.
- (3) The economic operator shall carry out the following checks:
 - a) fees, based on the budget,
 - b) allocation of the inspection fee, based on the content of the declaration of acceptance,
 - c) self-costing data, if relevant,
 - d) in the case of service fees, their inclusion in the institutional contract or a separate contract, based on the contents of the hosting declaration,
 - e) payment terms (accounting periods and payment deadlines),
 - f) identification details of the University or trial site.
- (4) No contract review process may be initiated before the draft contract is fully prepared (including, in the case of a clinical trial, the availability of an approved trial budget and, in the case of a service contract, the availability of a quotation accepted by the Sponsor).
- (5) Regardless of the contract with the healthcare entity providing the services, the Institutional and related Service Contracts shall be reviewed and signed in a single procedure.
- (6) The Bureau's designated staff member for review will send the draft Institutional and/or Service Contract(s) to kkszerzodesek@semmelweis-univ.hu for legal review.

2.1.2.1. Contract review phase

- (1) Documents required for contract review:

- a) Declaration of Acceptance,
 - b) an accepted study budget or a quotation accepted by the contracting authority in the case of a service contract,
 - c) deviations from the 20% University contribution and/or the contracting fee may be made on a case-by-case basis, with justification, taking into account the long-term objectives of the University, with the prior approval of the Chancellor, which must be attached to the draft contract,
 - d) Draft institutional and/or Service contracts,
 - e) in the case of a draft contract in a foreign language, a summary thereof in Hungarian.
- (2) Mandatory specific elements of the final draft institutional contract prepared for signature:
- a) the provision that the contract shall enter into force only after all permissions of the competent authorities have been obtained,
 - b) the provisions concerning the study plan,
 - c) provisions concerning the inclusion of subjects in the study,
 - d) provisions concerning investigational medicinal products,
 - e) the number of planned patient enrolments,
 - f) planned date of trial completion,
 - g) data protection requirements, including
 - ga) the data management status of the University,
 - gb) data management of the study subjects,
 - gc) data management of the Principal Investigator,
 - gd) data management of the investigating staff
 - ge) the conditions for the processing of data for sponsor monitoring,
 - h) monitoring, audit and inspection provisions,
 - i) ownership of trial results, intellectual property rights,
 - j) publication requirements,
 - k) Hungarian governing law, Hungarian jurisdiction, and, in case of conflicting interpretations of the bilingual contract, the application of the Hungarian version,
 - l) the contract shall contain a clause stating that the Sponsor shall be obliged to submit to the Firm all contracts and amendments relating to the study in question to establish the contracting parties' rights and obligations.
- (3) The contract must stipulate that the University will charge a fee for the conclusion of the contract and other services to cover the administrative, legal, and insurance costs incurred. The contracting fee shall be payable after the conclusion date of the contract and within 30 days of the issue of the invoice for the contract. It shall be independent of the degree of performance achieved during the audit. The University shall be entitled to the contracting fee and, in some instances, to the other service fees, based on the published price list, even if the study's initiator is responsible for the failure to commence and complete the study.
- (4) The legal manager is responsible for initiating and coordinating the contract review.
- (5) The legal manager shall ensure that the departments involved in the review can submit their comments in one procedure on a common platform.
- (6) The departments and persons participating in the opinion procedure:
- a) JIF for formal and legal compliance,
 - b) Centre for Data Protection and Patient Rights for data protection compliance,
 - c) Centre for Innovation for the adequacy of intellectual property,

- d) Principal Investigator/Service Unit representative for technical compliance.
- (7) The time limit for commenting on the contract shall be 5 working days.
- (8) In the case of an institutional contract, the Legal Manager shall send a summary of opinions on the contract and any proposed amendments to the Sponsor. In the absence of an amendment proposal, he shall notify the Sponsor or the University Service Provider of the adequacy of the contract(s) and its (their) suitability for signature.

2.1.2.2. Contract signature phasis

- (1) The signing of a Contract is subject to the Sponsor's submission to the bureau of the documents set out in Annex 8 to these Regulations.
- (2) Contracts shall be drawn up in the electronic form in one copy or triplicate in the case of a paper contract.
- (3) The order of signatures in the case of an institutional contract for a clinical trial:
 - a) on the side of the party initiating the trial the contracting party,
 - b) legal signature,
 - c) financial countersignatory,
 - d) Principal Investigator (head of a department in the case of a service contract),
 - e) the signature of the head of the Bureau,
 - f) financial responsible's signatory.
- (4) In the case of electronic signatures, the order of the signatures set out in paragraph 3 may be derogated from on a case-by-case basis at the discretion of the Legal Manager.
- (5) The time limit for the complete signature of contracts shall be 10 working days.
- (6)¹
- (7) The Bureau shall ensure that the signed contracts are forwarded to the Business Office, the Legal Manager, the Principal Investigator/Service Unit Manager, the Finance Directorate, and the Sponsor.
- (8) The legal manager shall ensure the forwarding of signed contracts to the Contract Registry.

2.1.3. Conduct of investigations

2.1.3.1. Tasks prior to the opening of a trial site

- (1) Before opening the trial site, the Principal Investigator checks the following:
 - a) existing conditions support the study protocol and the chosen method of data collection at the study site following regulatory and ethical approvals,
 - b) anonymity and data protection legislation, as provided for in the permits and study contracts, can be ensured;
 - c) the administrative requirements of the study (e-CRF, monitoring) are met.
- (2) The Principal Investigator shall be responsible for sending the documentation required for the opinion of the Ethics Committee to the Sponsor.

¹ Repealed by Section 4.3 of Senate Decree 107/2022 (19 December) on the Commitment Regulations, effective from 21 December 2022.

- (3) The Principal Investigator shall ensure that the participants in the study have the necessary knowledge for the study.
- (4) If the trial requires international registration, the sponsor shall ensure this is done.
- (5) An investigational medicinal product intended for a clinical trial may only be used after registration with the CRO (Annex 9)
- (6) The pharmacist responsible for quality assurance shall declare the storage conditions of the trial site. (Annex 10)
- (7) Investigational medicinal products intended for and registered for clinical trials and other medicinal products, preparations, and devices used in the trial shall be stored separately, as specified in the notification form.
- (8) The opening of a trial site shall be subject to the possession and availability of the appropriate authorizations and signed contracts.

2.1.3.2. Tasks following the opening of a trial site

- (1) The trial site must inform the Institutional Ethics Committee and the Bureau of the clinical trial opening by sending the documents per the IKEB's procedures.
- (2) The Principal Investigator shall provide the bureau with a scheduled progress report as part of the data reporting for the trial:
 - a) real-time data on patient selection data (filtered, selected, visits) is provided through the Medsol IT system,
 - b) the completion of the selection and admission of patients,
 - c) after completion of the study: the total number of patients to be split into the following categories: filtered, selected, dropped out,
 - d) the progress of an investigation in the following order: official control, audit, and decision to close an investigation immediately after receipt of the decision.
- (3) The Contractor shall issue a certificate of completion per the timetable in the contract. The certificate of completion, accepted by the Principal Investigator, shall be sent to the economic department of the Agency, which shall issue the invoice and send it to the Sponsor.
- (4) In the case of related services, if Semmelweis Egészségügyi Kft. has entered into the Service, the invoice shall be issued and sent to the Sponsor by the Kft. based on the confirmation of performance issued by the Sponsor and approved by the relevant service department. In the case of a service provided by a university service provider, the Sponsor sends the performance confirmation to the contact person in the service provider's department specified in the contract, who arranges for the invoice to be issued and sent to the Sponsor.

2.1.3.3. Tasks immediately before and after the closure of the clinical trial

- (1) Within 5 working days of the Sponsor's notification to this effect, the trial site shall notify the bureau of the planned closure of the trial and the planned date of the final visit by sending Annex 11.
- (2) The Bureau shall inform all the departments involved in the inspection within 5 working days of becoming aware of the planned closure of the inspection.

- (3) After the completion of the investigation, the Principal Investigator shall send a summary report on the closure of the investigation to the Institutional Ethics Committee.
- (4) To facilitate the final accounts to be drawn up at the end of the trial, all documents relating to the financial execution of the trial must be electronically stored in a folder created for the clinical trial by the financial department of the Bureau.
- (5) Based on the study closure report, the study documentation shall be archived by the trial site per the File Management and Electronic Administration Regulations or, if the contract provides for a more extended retention period, under the latter, and then disposed of by a disposal procedure per the File Management and Electronic Administration Regulations, unless otherwise provided for in the contract. The Principal Investigator shall represent the University at the external audit following the completion of the investigation, in which the Bureau may assist.

2.2. Special provisions for specific clinical trials

2.2.1. Rules for non-interventional studies

- (1) The procedural rules in section 2.1 shall apply with the exceptions in this section.
- (2) Trials involving medicinal products shall be authorized by the body specified in the legislation in force, the National Centre for Public Health and Pharmacy (hereinafter OGYÉI), after obtaining the opinion of the competent Health Scientific Council Clinical Pharmacology Ethics Committee (hereinafter: ETT KFEB). In the case of studies submitted by the Sponsor for authorization under the new procedure according to Regulation No 536/2014/EU of the EUROPEAN PARLIAMENT AND THE COUNCIL, the Hungarian Ethics Committee, which is the competent national authority, shall act as the reviewer.
- (3) Non-interventional studies involving embryos, gametes, and stem cells may be performed based on a professional ethics opinion of the Human Reproduction Committee of the Scientific Council for Health (hereinafter: ETT HRB), subject to the authorization of the National Chief Medical Officer,
- (4) In all other cases, it may be carried out with the professional ethics approval of the Scientific and Research Ethics Committee of the Scientific Council for Health (hereinafter: ETT TUKEB).
- (5) The Sponsor shall be responsible for sending the documentation required for the licenses to the licensing authority. The Principal Investigator shall send copies or electronic copies of the licenses received to the Bureau (klinikaikutatas@semmelweis-univ.hu) without delay upon receipt.

2.2.2. Investigator Initiated Trial (IIT)

- (1) The procedural rules set out in point 2.1 shall apply with the derogations provided for in this paragraph:
 - a) The investigator shall prepare the protocol.
 - b) The investigator shall carry out the licensing tasks, including the officially required control and monitoring of the trial.
 - c) The investigator shall bear the responsibility and costs.

- d) Unless otherwise specified in the contract, any patents shall be held by the University/investigator and not by the sponsor.
- e) All study costs shall be covered by the University or by an external grant; subject to the approval of the bureau's economic department during the cost calculation, the grant amount may be paid to the initiator of the study.
- f) In the conduct of the studies carried out, account shall be taken of the fact that some of the studies are not of the financial interest and that their main benefit is of a scientific nature for the University and the investigator.

2.2.3. Rules relating to clinical investigations of medical devices

- (1) The procedural rules in section 2.1 shall apply with the exceptions in this section.
- (2) REGULATION No 536/2014/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 5 April 2017 on clinical trials of medicinal products for human use entered into force on 31 January 2022; the Hungarian implementation of which is regulated by the Decree No. 33/2009 of the Ministry for Health on the Clinical Investigation of Medical Devices (as of 20 October) This Regulation applies to clinical trials of medical devices intended for clinical investigation in human subjects conducted in Hungary. Clinical investigation of a medical device means the conduct of clinical investigations of medical devices intended for clinical investigation for human use carried out in Hungary, the scope of which does not extend to investigations of IVD devices under the separate legislation on in vitro diagnostic medical devices.
- (3) The trial is authorized by the OGYÉI with the assistance of the ETT TUKEB. The Sponsor shall first submit the trial dossier to the ETT TUKEB for its opinion. After approval, the contract can be concluded, and the official authorization can be applied from the OGYÉI by submitting the study contract signed by the parties and the opinion on ethics.

3. TASKS OF THE INSTITUTIONAL SCIENTIFIC AND RESEARCH ETHICS COMMITTEE OF THE SEMMELWEIS UNIVERSITY

- (1) The Institutional Scientific and Research Ethics Committee of Semmelweis University shall perform the functions of the Institutional Research Ethics Committee (hereinafter: IKEB) concerning medical research and clinical trials at the University and its institutions.
- (2) Tasks of the IKEB concerning research falling within the scope of Decree 35/2005 (26 August) of the Ministry of Health on the clinical investigation of investigational medicinal products for human use and the application of good clinical practice:
 - a) to control and monitor whether the personnel and material conditions are ensured during the conduct of the authorized and ethically approved research and whether the provisions and ethical requirements of the research design are observed, with particular regard to the protection of the research subjects;
 - b) the interests of the research participants in the institution are safeguarded by an independent non-participating medical doctor appointed by the Chair of the IKEB from among the members of the IKEB. The designated doctor shall continuously monitor the progress of the research and shall maintain regular contact with the persons involved in the study, providing them with information and professional assistance;

- c) may lodge a complaint with the OGYÉI if they consider that the clinical trial is being conducted in a manner not following the terms of the authorization or protocol; they may also communicate their observations to the Principal Investigator and the head of the service provider and send their observations to the ETT KFEB, which will, where justified, initiate an inspection by the OGYÉI;
- (3) Simultaneously with the report sent to the sponsor according to Article 41 of Regulation No. 536/2014/EU of the European Parliament and the Council; the investigator is to immediately notify the IKEB of any serious adverse event and send a detailed report to the IKEB; except for those not considered as immediately reportable according to the protocol or the brochure for investigators monitored by the IKEB. In the notification and the report, the subject is identified by its unique code only.

4. ADDITIONAL PROVISIONS

- (1) REGULATION No 536/2014/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 16 April 2014 on clinical trials of medicinal products for human use entered into force on 31 January 2022. This Regulation applies to all clinical trials in the Union but does not apply to non-interventional studies.
- (2) Article 98 of the Regulation allows for a transitional period whereby, until 30 January 2023, it is not mandatory to submit a clinical trial authorization under the Regulation. If an application for authorization has been submitted under Directive 2001/20/EC, that Directive applies to the clinical trial for 3 years (42 months).
- (3) The University shall based on an individual indication to that effect from the Sponsors, if they do not avail themselves of the transitional period provided for in paragraph (2), provide them with a reduction in the time limits laid down in these Regulations in such a way as to enable them to comply with the time limit laid down in the Regulation.

5. TRANSITIONAL PROVISIONS

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6. EMPOWERING PROVISION

The Senate authorizes the Rector, the Chancellor, and the President of the Clinical Centre to provide for the internal distribution of the University budget for the revenue from clinical research studies by employing a Rector-Chancellor-Clinical Centre Presidential Instruction.

² Repealed by Section 4.3 of Senate Decree 107/2022 (19 December) on the Commitment Regulations, effective from 21 December 2022.

7. ANNEXES

Annexes are available from the repository (except Annexes 6 and 12)

Annex 1/B: Application for pre-admission (registration) to conduct a clinical trial - available from the repository

Annex 1/B: Request for pre-admission (registration) to conduct part of a clinical trial at an external site - available from the repository

Annex 2 Principal investigator's declaration on the staffing and facilities of the trial - available from the repository

Annex 3 Notification of the start of a clinical trial of a medicinal product to the Chief University Pharmacist - available from the Pharmacopoeia

Annex 4: Designation of pharmacist responsible for quality assurance and pharmacist roles - available from the form repository

Annex 5: Excluded expenses declaration - available from the repository

Annex 6: Clinical trial contracting and service fees

Annex 7: Principal investigator's declaration of fees for clinical trials and reporting obligations in MedSol - available from the repository

Annex 8: Semmelweis University checklist for clinical trials - available from the repository

Annex 9: Handover report for the delivery of clinical trial products - available from the repository

Annex 10: Pharmacist's declaration of responsibility for quality assurance - available from the repository

Annex 11 : Notification of the end of the clinical trial - available from the repository

Annex 12: Audit trail

Annex 6 - Contract fees

Title	Amount of contracting fee
Phase I, II, and III trial (without framework contract)	1100 Euro + VAT
Phase IV trial, non-interventional inspection	500 Euro + VAT
examination with medical devices	1100 Euro + VAT
investigator-initiated trial	without fee
service contracts (laboratory, pathology)	800 Euro + VAT
externally commissioned study - on request by industry, foundation, company	500 Euro + VAT
framework contract (3 years)	4000 Euro + VAT
individual contracts for new framework contract per study (valid on payment of new framework contract fee)	550 Euro + VAT
existing individual contracts under a framework contract not covered by the above fee of	800 Euro + VAT
cooperation contract	without fee
contract amendment*	25% of the original contract fee

Name of service	Service fee
study closure fee + archiving fee	500 Euro + VAT
emergency fee	100% surcharge (25 days)
IKEB fee	250 Euro + VAT

* for modification of study plan requiring official authorization/budget modification

Annex 12 Audit trails
Clinical research study

Process steps	Preparation steps	Responsibility levels					Document resulting from the process
		Responsible party	Verification	Mode of verification	Approval	Mode of approval	
Preparation of the research or study	preliminary verbal agreement between the initiator of the investigation and the trial site on the content, details, content, and form of the contract, including the signatories of the contract according to the terms of engagement	head of the unit, Principal Investigator, economics head of unit, Bureau	Bureau economic unit of the Bureau legal manager	consultation	Head of the department, Principal Investigator	Electronic feedback	Contract of non-disclosure Declaration of acceptance Kick-off meeting Annexes to the Clinical Research and Investigation Policy (See Annex 8.)
Preparation of the contracting documentation	draft and its preparation	initiator of the test	legal manager	consultation	legal manager	electronic feedback	electronic copy of the draft contract
Registration of contract	use of registration system	legal manager	n/a	n/a	n/a	n/a	registered contract
Filing	use of document management system	participating departments	n/a	n/a	n/a	n/a	filed documents
Pre-signature check	checking the completeness of the contract and its annexes	Bureau	member of staff responsible for checks	reconciliation based on the four eyes principle	n/a	n/a	
Signing of the contract	in the order laid down in the rules	legal manager	signatory	consultation	signatory	signature	signed contract
Execution of contract	n/a	Principal Investigator	initiator of the investigation, external auditor	reconciliation	by contract	by contract	document closing the investigation
Settlement	by contract	Bureau economic department	head of economic department	reconciliation, approval	Director of finance	signature of the Director of finance	invoice to be paid
Filing, archiving	per the file management regulations and contract	pharmaceutical examinations officer Principal Investigator	Head of Bureau	reconciliation, approval	Principal Investigator	File management according to the regulations	filed/archived copy