

## Fee Payment/Exemption Manual for Clinical trials

**After submission of an Initial Clinical Trial application or Substantial Modification, on CTIS, you will receive a no-reply email with information about payment or request for exemption of fees (image 1)**

**Please select the applicable “link” in order to proceed with payment, or request fee exemption**

**Note:** If you are submitting IMPD-Q only application, please proceed with fee exemption link, and select the option “Exemption already granted”.

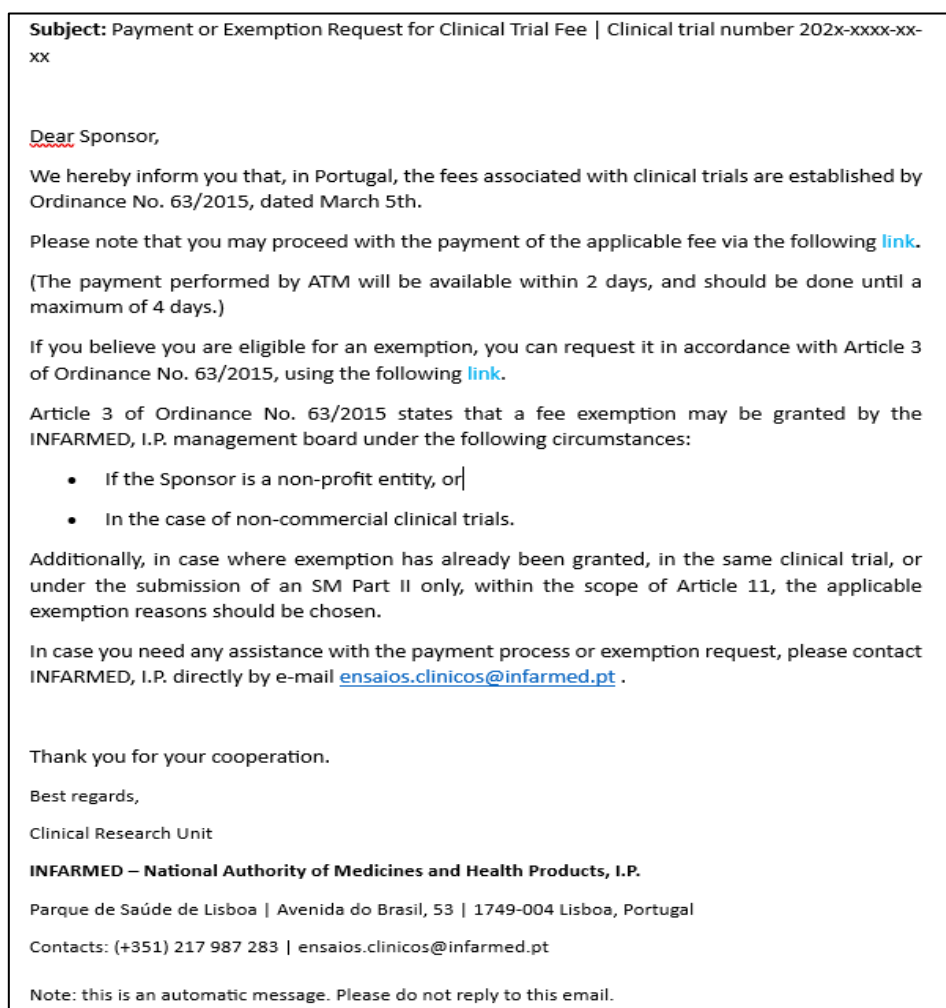




Image 1

1) If payment "link" is selected, the panel bellow will appear. Please confirm all the informations, and click "Next" button:

## Payment Note



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Here you can define the data on your invoice.

If the presented information is correct, click "Next". In case you wish to change the presented information, please click "Modify".

[Next](#)

### Invoice Data

Name:	<input type="text"/>	City:	<input type="text"/>
NIF:	<input type="text"/>	Postal Code:	<input type="text"/>
Address:	<input type="text"/>	Country:	<input type="text"/>

[Modify](#)

2) Select the payment option ATM or Credit card, and proceed:

**Note:** ATM references will only be available for payment in 2 days

Payment Details

Entity

Name: [REDACTED]  
Address: [REDACTED]  
City: [REDACTED]  
NIF: [REDACTED]

Details


Payment [REDACTED]

Description	Unit Price
[REDACTED]	[REDACTED]
Total:	[REDACTED]

Payment Methods

Please use only one of the following methods of payment:










ATM

 Entity: [REDACTED]  
Reference: [REDACTED]  
Amount: [REDACTED]

Payment Start Date: ATM payment will be available in the next 2 business days.  
This payment is available until : 17-Mar-2025

Credit Card

To proceed with payment [click here.](#)

- 3) If the link for fee exemption request is selected, the panel below will appear. Some of the fields will be already filled, some are editable, other no. After confirm all the fields, please click on “submit” button

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Fee exemption request

Entity:  Tax identification number:  Type:

Name:  E-mail:  Phone:

Address:

Exemption reason:  EU CT number:  Entity status:

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Condições de utilização do site ⓘ

Parque de Saúde de Lisboa - Avenida do Brasil, 53 | 1749-004 Lisboa - Portugal | infarmed@infarmed.pt

Em caso de dificuldades na utilização do portal, poderá contactar o INFARMED, I.P. através do endereço de email [cmi@infarmed.pt](mailto:cmi@infarmed.pt), ou utilizando o telefone +351 21 798 7373.

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Exemption options are:

- Non-profit organization
- Non-commercial clinical trials
- Exemption already granted
- SM part II only - Article 11

**Notes:**

- Tax identification number is mandatory;
- If you select the exemption reason “Non-profit organization”, is mandatory to submit entity bylaws
- If you are submitting IMPD-Q only application, please proceed with fee exemption link, and select the option “Exemption already granted”
- After submit the request, you will receive a confirmation email, in case the fee exemption is granted.
- If the fee exemption is rejected, you will receive an email also, including a new link in order to perform the payment.