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| **SOP Title:** **Responsible Office:**  |
| **Effective Date of Current Version:**  | **Author:**  |
| **Originally Issued:** **Revised:**  |

**Introduction**

*One or two sentences stating the procedure that the SOP outlines and a simplified explanation of the purpose of the procedure.*

**Scope**

*In list format:*

* *who must follow the SOP*
* *when the SOP applies*
* *any mandated actions or constraints*

**Relevant University Policy[/ies]**

*In list format:*

* *Hyperlink to the corresponding policy that the SOP supports*
* *If applicable, hyperlinks to other relevant university policies*

**Procedure**

*A step-by-step process for implementing a procedure. The optional Responsibilities section below will mirror the Procedures section, but outline actions required according to role. This Procedures section lists actions according to the tasks themselves.*

***Note:***

* *Use subheadings to categorize procedures. Because procedures represent tasks, these subheadings are best written in active voice, e.g., “Drafting Procedures.”*
* *Reference the title of the individual or department responsible for the task rather than using general terms like “you” or “the department.”*
* *The SOP, particularly the “Procedures” section, is informational and will change as frequently as systems and processes change. For that reason, while the “Procedures” section of a university research policy document is limited, the majority of information related to completing procedural tasks is included in the SOP. The SOP may be updated more frequently than a corresponding university research policy.*

**Procedures subheading 1**

Text

**Procedures subheading 2**

Text

**Procedures subheading 3**

Text

**Responsibilities**

***This section is optional.*** *Delete if not using. Only include it if detailing actions according to role will help users understand their roles.*

*Summarize the responsibilities of all university parties and offices named in the SOP. Mirror the Procedure section by presenting a list-form summary of responsibilities according to role.*

***Note:***

* *Begin each responsibility with a present tense verb, e.g., “Prepare,” “Develop,” etc.*
* *List Responsible Parties in alphabetical order.*

|  |  |
| --- | --- |
| [title of responsible individual or department] | [Responsibility 1][Responsibility 2][Responsibility 3] |

**Definitions**

***This section is optional.*** *Delete if not using. Only include it if detailing actions according to role will help users understand their roles.*

*Include this section if the SOP uses terms:*

* *that have specialized or particular meanings in the SOP*
* *for which a definition would be helpful in understanding the SOP*
* *are industry-specific and might not be common knowledge for the average person*

*List terms in alphabetical order*

|  |  |
| --- | --- |
| [term] | [definition] |
|  |  |
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**Contacts**

[title] at [email]

**References**

**Revision History**

*Enter in reverse chronological order.*

*Delete this section for new SOPs.*

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| --- | --- |
| *Effective date of revision* | *Enter a summary of each published version into each individual cell.* |