*This template is designed to assist SOP writers to organize the content of an SOP according to the official university research policy template used by Lehigh University’s Office of Research Integrity. University research administration SOPs administered by Responsible Offices (departments) within the Office of the Vice President and Associate Provost for Research and Graduate Studies apply to applicable research conducted by Lehigh University faculty, staff, or students.*

***Note:*** *You may delete instructions (in italics) when you no longer need them.*

1. **Purpose**

*Generally limited to a sentence or two, the “Purpose” section states the procedure that the SOP is intended to outline and a simplified explanation of the purpose of the procedure.*

1. **Scope**

*The “Scope” section lists who must follow the SOP, when the SOP applies, and any mandated actions or constraints. The “Scope” section may be presented as a bulleted list.*

1. **Relevant University Policy/ies**

*List and provide hyperlinks to current relevant university policies. This section must be presented as a bulleted list.*

1. **Procedure**

*The “Procedure” section describes a step-by-step process for implementing a procedure. This section will mirror the “Responsibilities” section by listing more detailed actions according to tasks, rather than according to job function.*

***Suggestions:***

* *Subheadings are used to categorize procedures. Because procedures represent tasks, these subheadings are best written in active voice, e.g., “Drafting Procedures.”*
* *When describing a procedure, please include reference to the actual party responsible for the task (e.g., the unit head) rather than using general terms such as “you” or “the unit.”*
* *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 university research policy.*

1. **Procedures subheading 1**

Text

1. **Procedures subheading 2**

Text

1. **Procedures subheading 3**

Text

1. **Roles and Responsibilities (optional)**

*Summarize the responsibilities of all university parties and offices named in the SOP. Mirrors the “Procedure” section by presenting a shorter summary of responsibilities according to job function, while the “Procedure” section presents these responsibilities in more detail, according to tasks.*

***Tips:***

1. *Begin each responsibility with a present tense verb, e.g., “Prepare,” “Develop,” etc.*
2. *Except in instances when a specific position holds responsibility, such as the provost, president, etc., job functions do not refer to individuals, but rather to groups of individuals, such as deans, directors, unit heads, account reconcilers, unit human resource representatives, etc.*

|  |  |
| --- | --- |
| **Responsible Party** *(alphabetical order)* | **List of Responsibilities** |
| **Job Function 1** | Responsibility 1  Responsibility 2  Responsibility 3 |
| **Job Function 2** | Responsibility 1  Responsibility 2  Responsibility 3 |
| **Job Function 3** | Responsibility 1  Responsibility 2  Responsibility 3 |

1. **Definitions (optional)**

*Define terms that have specialized or particular meanings in the SOP, or for which a definition would be helpful in understanding. Please do not include terms that will not be used in the SOP. Additionally, do not include information in a definition that does not pertain specifically to the definition of the term. Background information, additional descriptors, and other restrictions should be included in the body of the SOP, and not the definitions.*

|  |  |
| --- | --- |
| **Term** *(alphabetical order)* | **Definition** |
|  |  |
|  |  |
|  |  |

1. **References (optional)**

*List external or internal references related to the SOP.*

1. **Revision History (remove when issuing initial versions of SOP)**

|  |  |
| --- | --- |
| **Date of revision** | **Summary of revisions** |
| *dd-mmm-yyyy* | *Place text here. Enter a summary for each published version into an individual cell.* |

1. **Appendix (optional)**

*Appendices are used for supplemental material that is helpful in understanding the procedures described in the SOP, but not directly related to the implementation its implementation, i.e., not procedures. Content may include graphics or text.*