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| A logo of a university  Description automatically generated | **Research Ethics Review Committee** | SOP No: | 11.0 |
| Version No: | 01 |
| **Writing and Revising of SOPs** | Approval Date: | <mm/dd/yyyy> |
| Effective Date: | <mm/dd/yyyy> |

# Policy Statement

General statement of the SOP

# Objective/s of the Activity

What are the intended outcomes of the procedures involved

# Scope

What are the limits of applicability of this SOP?

1. **Workflow** (tabular form)

What are the different steps involved? Who will be responsible for each of these steps? What is the time frame for each step?

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| **Step**  **No.** | **Activity** | **Responsibility** | **Time Frame** |

# Description of Procedures

Describe each step based on the workflow.

# Glossary

What terms/abbreviations used in this SOP need to be defined for better effective implementation?

# Forms

What forms/templates/tools are used in the implementation of this SOP?

# History of SOP

Is this the first time that this SOP is being prepared? If yes, then indicate the date of the first draft and the authors, the date of approval of the final draft, and the approving authority. If this is not the first time, then it should include information on the previous versions (see SOP 11 Writing and Revising SOPs.

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| ***Version No.*** | ***Date*** | ***Authors*** | ***Main Change*** |
| *<Version #>* | *<date submitted>* | *<Name of Author>* | *<# of draft>* |

# References

What references did you use in the preparation of this SOP (e.g. guidelines, other institutional SOPs, institutional policies, institutional documents, local regulations)?