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| Joint Research Management Office Standard Operating Procedure for: |
| **<SOP Title>** |
| SOP Number: |  | Version Number: |  |
| Effective Date: |  | Review Date: |  |

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| **Authorship & Review:** |
| Author: | **<Name>, <Job Title>** |
| Signature: | *The signed original is held within the JRMO office* | **Date** |  |
| Reviewer: | **<Name>, <Job Title>** |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |
| Reviewer: | **<Name>, <Job Title>** |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |

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| **Authorisation:** |
| Name/Position: | **<Name>, Senior Operations Manager (Pre-award)** |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |

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| **Background:** |
| *This section is optional (delete if not applicable).* |
| **Purpose:** |
|  |
| **Scope:** |
|  |
| **Abbreviations:** |
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| **Definitions:** |
|   |
| **Relevant SOPs:** |
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| **SOP Text:** |
|  | **Responsibility** | **Activity** |
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**Change control**

This section outlines changes from version **XX** to version **XX**

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| --- | --- |
| **Section changed** | **Summary and description of changes** |
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**Supporting Documents**

|  |  |
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| **Document ref.** | **Document name** |
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**List of templates**

|  |  |
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| **Template ref.** | **Template name** |
|  |  |
|  |  |

**List of appendices**

|  |  |
| --- | --- |
| **Appendix ref.** | **Appendix name** |
|  |  |
|  |  |

**EDGE Database Update**

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| --- | --- |
| **EDGE ref.**  |  |
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