



Research Governance Office Sponsorship Standard Operating Procedures

<Document Title (Arial bold size 16)>

SOP Reference	
Version and Date	Vx.x MONTH YEAR
Author	
Name	
Job Title	
Name	
Job Title	
Reviewer/Approver	
Name	
Job Title	
Signature	
Date	
Effective Date*	XX MONTH YEAR
Next Review Date	3 years

Note: If multiple people are involved in the review/approval of an SOP the review/approver section of the table can be duplicated.

SOP Reference	S-1000 Appendix 1
Version and Date	V1.0 April 2026
Page Number	Page 1 of 4
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1.0 Introduction and Scope (Heading Style 1)

Text in black = mandatory

Text in blue = guidance

The first section of the SOP should provide an introduction to the SOP and its scope. All remaining sections of the SOP (other than the review record) can be tailored to the specific needs of the SOP area and type.

Note: To support accountability and compliance, the SOP must specify the role or individual responsible for each task. Where clarity is lacking, a dedicated responsibilities table should be incorporated.

This SOP applies to any trial/study (referred to as 'trial' hereafter) sponsored by the University of Leicester (UoL)

Use style 'H1 body'

Details are;

- Arial 12 black
- Do not add a space under the heading

The screenshot shows the 'Indents and Spacing' tab of the Paragraph Properties dialog box in Microsoft Word. The 'General' section has 'Alignment' set to 'Left' and 'Outline level' set to 'Body Text'. The 'Indentation' section has 'Left' and 'Right' indents set to '0 cm', 'Special' set to '(none)', and 'By' set to '0'. The 'Spacing' section has 'Before' and 'After' spacing set to '0 pt', 'Line spacing' set to 'Single', and 'At' set to '0'. There are checkboxes for 'Collapsed by default', 'Mirror indents', and 'Don't add space between paragraphs of the same style', all of which are currently unchecked.

1.1 Heading style 2

Use style 'H2 body'

Details are;

- Arial 12 black
- Do not add a space under the heading

SOP Reference	S-1000 Appendix 1
Version and Date	V1.0 April 2026
Page Number	Page 2 of 4
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Indents and Spacing | Line and Page Breaks

General

Alignment: ▾

Outline level: ▾ Collapsed by default

Indentation

Left: ▾ ▿

Right: ▾ ▿

Special: ▾

By: ▾ ▿

Mirror indents

Spacing

Before: ▾ ▿

After: ▾ ▿

Line spacing: ▾

At: ▾ ▿

Don't add space between paragraphs of the same style

1.1.1 Heading style 3

Use style 'H3 body'

Details are;

- Arial 12 black
- Do not add a space under the heading

Indents and Spacing | Line and Page Breaks

General

Alignment: ▾

Outline level: ▾ Collapsed by default

Indentation

Left: ▾ ▿

Right: ▾ ▿

Special: ▾

By: ▾ ▿

Mirror indents

Spacing

Before: ▾ ▿

After: ▾ ▿

Line spacing: ▾

At: ▾ ▿

Don't add space between paragraphs of the same style

2.0 Heading style 1

Use style 'H1 body'

Details are;

SOP Reference	S-1000 Appendix 1
Version and Date	V1.0 April 2026
Page Number	Page 3 of 4
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- Arial 12 black
- Do not add a space under the heading

3.0 Heading style 1

Use style 'H1 body'

Details are;

- Arial 12 black
- Do not add a space under the heading

4.0 Footer Details

The following table should be placed in the footer and the necessary details added.

SOP Reference	S-1XXX
Version and Date	Vx.x Month Year
Page Number	Page 4 of 4
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5.0 Development Record

The table below summarises the revisions introduced in this version. Full historical change records are available within archived SOP versions.

Date	Version number	Description of changes
		•

Where any tables are included the header row text should be Arial 12 bold with 'White, Background 1, Darker 15%' shading. The table should be formatted so that the header row repeats across pages.

Update the footer details as necessary. Use style 'footer table'.

SOP Reference	S-1000 Appendix 1
Version and Date	V1.0 April 2026
Page Number	Page 4 of 4
Paper copies of this document may not be the most recent version. The definitive version is held on the Research Governance Office SOP Sitecore webpage .	