

### Standard Operation Procedures Read Log

Name:	Role:
Sponsor Reference Number:	Study Title:

Researchers must read the UoL Standard Operating procedures (SOPs) that are relevant to the type of study(ies) and role(s) undertaken. A full list of all available Standard Operating Procedures is available on the Research Governance Office Website.

The Documents listed below are suggested reading for all members of the Research team where the SOP is relevant for their job role.

Staff must be read either prior to or at Study Initiation or within 1 month of the researcher/team members joining the study. Review of all SOPs should be undertaken on a yearly basis or when made aware by the Sponsor that new documentation has been issued.

**Chief Investigator required reading:**

Document	Document Title	Document Version	Document Date	Staff Signature	Date Read
S-1010 UoL	Chief Investigator Responsibilities for Research Sponsored by UoL				

**Research Team suggested reading:**

Document	Document Title	Document Version (to be inserted)	Document date (to be inserted)	Staff Signature	Date Read
S-1021 UoL	Informed consent for Research				
S-1009 UoL	Processing and Reporting of Serious Adverse Events, Serious Adverse Reactions and Suspected Unexpected Serious Adverse Reactions				
S-1014 UoL	Development Safety Update Report for Clinical Trials of Investigational Medicinal Products				
S-1020 UoL	Training for Staff Engaged in Research				

S-1015 UoL	Creating and Maintaining a Trial Master File(TMf)/ISF				
S-1016 UoL	Procedure in Event of Non Compliance in Clinical Research				
S-1018 UoL	Process for Approval of Amendments or Additions to Documents for Studies Already Sponsored by UoL				
S-1022 UoL	Process for Submission of Annual Reports				
S-1012 UoL	Management and Production of Corrective and Preventative Action Plan (CAPA)				
S-1013 UoL	Identifying and Reporting Deviations and Serious Breaches of GCP				

**Study Specific Instructions/SOPs**

Document	Document Title	Document Version	Document Date	Staff Signature	Date Read