**Sponsor SOP Read Log**

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| **Name:** |  | **Role:** |  |

All staff working on UoL Sponsored research are required to read Sponsor SOPs where these are relevant to their role and the type of study. Suggested reading are listed below; a full list is available on the Research Governance Office website. Please use this Log to document which Sponsor SOPs you have read.

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| **SOP S Number** | **SOP Title** | **SOP** **version**  | **SOP Date****(dd/mm/yyyy)** | **Date Read****(dd/mm/yyyy)** | **Initials/Signature** |
| S-1010 | Delegation of Responsibilities for Research Sponsored by the University of Leicester | V\_\_.\_\_  | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1007 | Monitoring of Research Sponsored by the University of Leicester | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1009 | Processing and Reporting of SAE, SAR and SUSAR | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1012 | Management and Production of Corrective and Preventative Action Plan (CAPA)  | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1013 | Identifying and Reporting Deviations and Serious Breaches of GCP | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1015 | Creating and Maintaining a Trial Master File (TMF)/ISF | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1020 | Training for Staff Engaged in Research | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
| S-1021 | Informed Consent for Research | V\_\_.\_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |  |
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*This page can be photocopied and used across multiple studies/trials.*