



TITLE: **Process, Checklist, Template and/or Worksheet Creation and Update**

PURPOSE: Method for creating and updating processes, standard operating procedures, checklists, templates and/or worksheets

RESPONSIBILITIES: IRB Director or Designee
HSPP Staff

PROCEDURES:

1. Assign a number.
2. Create an interim SOP
3. Have the author create or update the process following the “HRP-505 - TEMPLATE SOP” or update the associated checklist, template, and/or worksheet.
4. Have the approver review and approve the document(s).
5. Once approved by the approver:
 - a. Update the approval date.
 - b. File the approved new or revised document(s) in the policy and process files.
 - c. Post the approved policy on the Human Subjects Protection Program Web site.
 - d. File the old document, if any, in the policy and process archives.
 - e. Send an email to affected individuals informing them of the change.

MATERIALS:

- HRP-505 - TEMPLATE SOP

REFERENCES:

None

REVIEW/REVISIONS: From 10/02/3020 version: Renumbered from P&P-071.