|  |  |
| --- | --- |
| https://brown.widencollective.com/thumbnail/5029e6d7-35d7-4518-8eb3-c2f8a786630e/av/480px/Brown%20Logo_2016_2%20Color%20Process%20HZ_2400.png?t=1555276107503&s=e0f761572ad4432bb977504e1b7acc8b2e3899b3 |  **Standard Operating Procedure (SOP) Cover Sheet****Note: This cover sheet is for use when submitting an SOP only. When submitting a policy and a supporting****SOP at the same time, use one Policy Cover Sheet for both the policy and the SOP (i.e., only do one cover sheet)** |
| 1. **SOP Name**
 |  |
| 1. **SOP Category**
 | Select SOP Category |
| 1. **Owner**
 |  |
| 1. **Responsible Office**
 |  |
| 1. **Reason for new or revised SOP:**
 |
| Note: Instructions will disappear when box is typed in.Provide a brief background, the importance of this SOP and why it is being proposed or changed. Examples:This SOP clearly articulates the University’s procedure on…This SOP is being revised because University processes have changed…  |
| 1. **Summary of proposed SOP or proposed SOP changes:**
 |
| 1. For updates to existing SOPs, use this section to briefly summarize significant changes.2. For new SOPs, use this section to summarize the main points of the SOP.Examples:Added sections to comply with new state labor laws.Updated SOP to reflect new procedures.  |
| 1. **Summary of SOP compliance risks and controls in place:**
 |
| List known risks and controls in place.Example: This SOP requires an annual review to ensure all transactions were processed according to IRS regulations. |
| 1. **Benchmarking and sources used to develop or update the SOP:**
 |
| The purpose of this section is to provide a brief overview of the research that went into developing this SOP.Examples: Briefly list State/Federal/University Policies referenced to develop the SOP.Briefly describe peer institution benchmarking (e.g., six of eight Ivy League institutions have a similar SOP). |
| 1. **Relevant campus constituents who reviewed the SOP:**
 |
| List all relevant stakeholders who have reviewed this SOP and their response (Concur, Concur with comments, Non-Concur). Brief notes may be added if an office Non-concurs or Concurs with comments.Example:University Human Resources, University Communications, Office of the General Counsel - All Concured |
| 1. **For questions on this SOP contact the Responsible Office at:**
 |
| [type contact name] | [type contact email] | [type contact phone number] |