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| 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] |