**Title**

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| **Document No.:** |  |
| **Author:** |  |
| **Issue Date:** | **DD MMM YYYY** |
| **Effective Date:** | **DD MMM YYYY** |

# Introduction

The Academic & Clinical Central Office for Research & Development (ACCORD) is a joint office comprising clinical research management staff from NHS Lothian (NHSL) and the University of Edinburgh (UoE).

Introduce the procedure by revealing background information around the topic and providing relevant quotes from regulations and guidelines as appropriate.

# Purpose

Briefly outline what the SOP has been created to describe, in terms of main features.

# Scope

List which parties the SOP will be applicable to and describe any circumstances where the SOP should not be followed.

# Responsibilities

Briefly outline the main responsibilities of those involved with the procedure.

## 4.1 Section Heading

# Procedure

Record the procedure in the 3rd person and use future tense, avoiding tentative language (‘will’ and ‘must’ will be used as opposed to ‘should’). Divide the procedure into sections as appropriate.

## 5.1 Section Heading

## 5.2 Section Heading

# References and related documents

List all work instructions, forms and templates allied to the SOP. Also list any literature or SOPs that have been quoted in this procedure or that have direct relevance or must be read in conjunction with this SOP.

# Document History

List specified details of previous versions of the procedure.

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| --- | --- | --- |
| **Version**  **Number** | **Effective Date** | **Reason for Change** |
| 1.0 | DD MMM YYYY |  |

# Approvals

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| **Sign** | **Date** |
| AUTHOR: |  |
| APPROVED: |  |
| AUTHORISED: |  |