### Tip #1: Standard Operating Procedures
- A set of standard operating procedures (SOPs) is an asset to any study.

### Tip #2: Benefits of SOPs
- SOPs guide each member of the study team’s practice
- Allows for standardization across the study team
- Allows for cross coverage
- Assures and ensures that the study is managed in a consistent manner

### Tip #3: Considerations for SOPs
- SOPs should be study specific
- SOPs can be maintained either in an electronic format or paper
- SOPs should be accessible to study staff, sponsors and auditors
- When a study has multiple sites of operation, these sites should have additional site specific SOPs

### Tip #4: When to write SOPs
- Ideally, written prior to the enrollment of the first study subject
- But should be created as need arises and situations are identified
- Re-review and revise as needed on a regular schedule

### Tip #5: Who Reads SOPs
- All members of the study team should review SOPs as part of their orientation, when changes are made or new SOPs are generated and on a given cycle to confirm relevance and timeliness.

### Tip #6: How To Determine your SOP needs:
- Determine what SOPs your site needs:
  - Study Subject Files or Binders;
  - Regulatory Binder;
  - Budgeting Process;
  - Training
  - Other, as needed

*For more information, go to [http://www.ucdenver.edu/academics/research/AboutUs/regcomp/education/Pages/Tool%20Kit.aspx](http://www.ucdenver.edu/academics/research/AboutUs/regcomp/education/Pages/Tool%20Kit.aspx) or call the Clinical Research Support Center at 720-724-1111 Email: clinicalresearchsupportcenter@ucdenver.edu*