**Standard Operating Procedures (SOPs) ADOPTION RECORD**

The [PROTOCOL] research team has adopted the use of the N2 SOPs. The N2 SOP set, [version], was reviewed on by [PI/SOP REVIEW TEAM], on [DATE]. [Outline any revisions or exemptions for example “Revisions are **not** required, but **Exceptions** and considerations are explained below for each of the adopted SOPs.”]

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| Sponsor  Signature: |  |  | Title: |  |
|  |  |  |  |  |
| Print Name: |  |  | Date: |  |
|  |  |  |  | (DDMMMYY) |
| PI/QI  Signature: |  |  | Title: |  |
|  |  |  |  |  |
| Print Name: |  |  | Date: |  |
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| SOP001- 10 - Standard Operating Procedure  (SOP) Administrative Management by Network of Networks | [EXAMPLE: Sponsor team is adopting this SOP without any edits or exceptions.] |
| SOP002\_10 - Research Team Roles and Responsibilities | [EXAMPLE: Sponsor and site are adopting this SOP with the following exceptions] |
| SOP003\_10 - Research Team Training |  |
| SOP004\_10 - Clinical  Research Protocol  Feasibility and Site Selection | [EXAMPLE Sponsor team is adopting this SOP without any edits or exceptions.  This SOP **DOES NOT** apply to site level procedures.] |
| SOP005\_10 - Study Initiation/Activation |  |
| SOP006\_10 - Informed  Consent Forms |  |
| SOP007 10 – Research Ethics Board: Submissions and Ongoing  Communication |  |
| SOP008 10 - Informed Consent Process |  |
| SOP009\_10 - Participant Recruitment and Screening |  |
| SOP010\_10 -  Management of Investigational Products |  |
| SOP011\_10 -  Management of Biological Specimens |  |
| SOP012\_10 - Adverse Event/Drug Reaction Documentation, Assessment and Reporting |  |
| SOP013\_10 - Study Monitoring and Communication |  |
| SOP014\_10 - Clinical Data Management |  |
| SOP015\_10 - Investigator Study Files and Essential Documents |  |
| SOP016\_10 - Study Close-Out |  |
| SOP017 10 - Audits and Inspections |  |
| SOP018 10 - Clinical Trial Application (Drugs) |  |
| SOP019 10-  Confidentiality and Privacy |  |
| SOP023 06 - Clinical Trial Application (Natural Health Products) |  |
| SOP024 06-  lnvestigational Testing Authorization (ITA) for Medical Devices (non­  lVDD) and Clinical Site Obligations |  |
| SOP025\_06 - Equipment Calibration and Maintenance |  |
| SOP100\_08 - Case Report Form Design |  |
| SOP101\_08 - Study Analysis and Reporting |  |
| SOP102 08 - Protocol Development |  |
| SOP103 07 - Data  Management Plan |  |
| SOP104 07 - Database  Set-up |  |
| SOP105 07 - Database  Maintenance and Management |  |
| SOP106 07 - File  Transfer |  |
| SOP107 07 - Database  Lock and Archiving |  |
| SOP108\_07 - System  Setup, Maintenance, and Security |  |
| SOP109\_07 - System Backup and Recovery Planning |  |