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| Joint Research Management Office Standard Operating Procedure for: | | | |
| **<SOP Title>** | | | |
| SOP Number: |  | Version Number: |  |
| Effective Date: |  | Review Date: |  |

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| **Authorship & Review:** | | | |
| Author: | **<Name>, <Job Title>** | | |
| Signature: | *The signed original is held within the JRMO office* | **Date** |  |
| Reviewer: | **<Name>, <Job Title>** | | |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |
| Reviewer: | **<Name>, <Job Title>** | | |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |

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| --- | --- | --- | --- |
| **Authorisation:** | | | |
| Name/Position: | **<Name>, Senior Operations Manager (Pre-award)** | | |
| Signature: | *The signed original is held within the JRMO office* | **Date:** |  |

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| **Background:** | |
| *This section is optional (delete if not applicable).* | |
| **Purpose:** | |
|  | |
| **Scope:** | |
|  | |
| **Abbreviations:** | |
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| **Definitions:** | |
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| **Relevant SOPs:** | |
| |  |  | | --- | --- | | * SOP |  | | * SOP |  | | * SOP |  | | |

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| **SOP Text:** | | |
|  | **Responsibility** | **Activity** |
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**Change control**

This section outlines changes from version **XX** to version **XX**

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| --- | --- |
| **Section changed** | **Summary and description of changes** |
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**Supporting Documents**

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| **Document ref.** | **Document name** |
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**List of templates**

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| **Template ref.** | **Template name** |
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**List of appendices**

|  |  |
| --- | --- |
| **Appendix ref.** | **Appendix name** |
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|  |  |

**EDGE Database Update**

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| **EDGE ref.** |  |
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