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How to Download Individual SOPs from the Research SOP Manual

The Research SOP Manual comprises the entire suite of Research SOPs to ensure that researchers have a comprehensive view of expectations and support version control. Research SOPs were previously listed individually with hyperlinks that allowed staff to download and save each SOP individually. This tip sheet provides guidance on how to download and save individual SOPs via the Research SOP Manual.
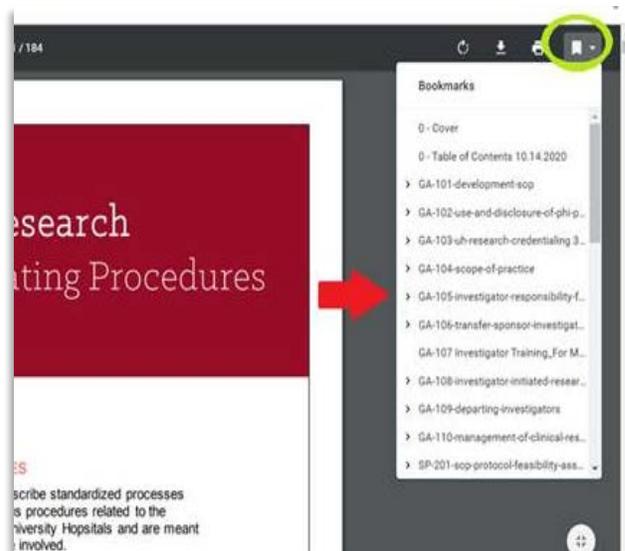
Where is the Research SOP Manual located? HERE

Download Steps:

1. Open the UH Clinical Research Standard Operating Procedure Manual.
2. Click the bookmark icon on the left (Internet Explorer) or right (Google Chrome).
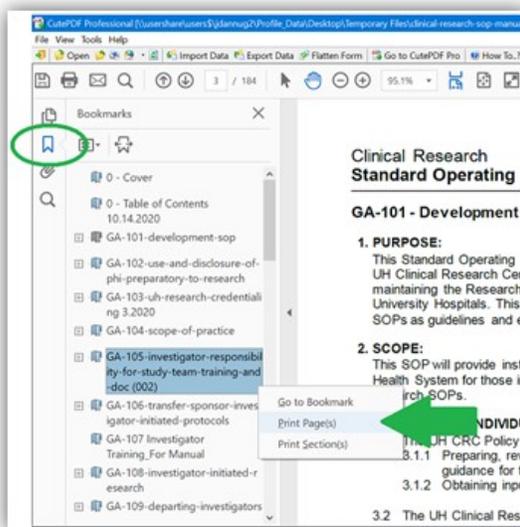
| **Internet Explorer** | **Google Chrome** |

3. Right click the SOP that you'd like to save or print.
4. Select "**Print Page(s)**" in Internet Explorer or "**Print**" in Google Chrome.
5. A Print dialog box will pop-up, select "**CutePDF Writer**" (if you do not have an Adobe license) or "**Adobe PDF**".
6. Enter the page number range to print/save.
7. Click "Print".
8. A new window will open with the PDF version of the extracted pages.
9. Click "**Save**" at the top toolbar.
10. Enter "**File name**" (i.e., name of SOP).
11. Select where you'd like to save the file on your PC (e.g., Desktop).
12. Click "**Save**".

For additional assistance, contact ResearchCompliance@UHhospitals.org.