**Policy Review Cover Sheet**

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| INSTRUCTIONS |
| Complete each section of this Cover Sheet and submit it with the policy draft to the appropriate leader of your unit.  Use the Review Tracking Sheet to track review and approval workflow. |

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| **SUBMISSION INFORMATION** | | |
| **Responsible ORA Office** | **Responsible AVP** | **Contact Information** |
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| **POLICY INFORMATION** | | | |
| **Policy Name** | | **Policy No. (assigned by RCRA)** | |
|  | |  | |
| **Submission Date** | | **Target Implementation Date** | |
|  | |  | |
| **For revisions to existing policies, provide the following information. For new policies, write “N/A”.** | | | |
| **Effective Date** | **Current Version No.** | | **Date of Last Revision** |
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**Overview**

1. **Policy Statement and overview of content**
2. **Reason for new policy/policy revision (legal, regulatory, operational, technological, social requirements addressed by policy)**
3. **Affected individuals/groups/departments**
4. **Include any information on peer comparisons, survey data, benchmarking, steering committee review, etc.**
5. **Additional comments/concerns**
6. **Communication Plan**
7. **Provost Communication Plan**

| REVIEW TRACKING SHEET | | | | | |
| --- | --- | --- | --- | --- | --- |
| Version (No. or Date) | Review/Approval Date | Reviewer Role/Office | Reviewer Name | Comments/Description of Changes/Approval | |
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| **FINAL APPROVALS AND SUBMISSION** | | | | | |
| **Final Approvals** | | | | | **Date Approved** |
| Dr. Robert Nobles, Vice President for Research Administration | | | | |  |
| Office of the President | | | | |  |
| **Office of Ethics and Compliance Submission** | | | | | **Date Submitted** |
| John Lawley, Deputy Chief Compliance Officer | | | | |  |