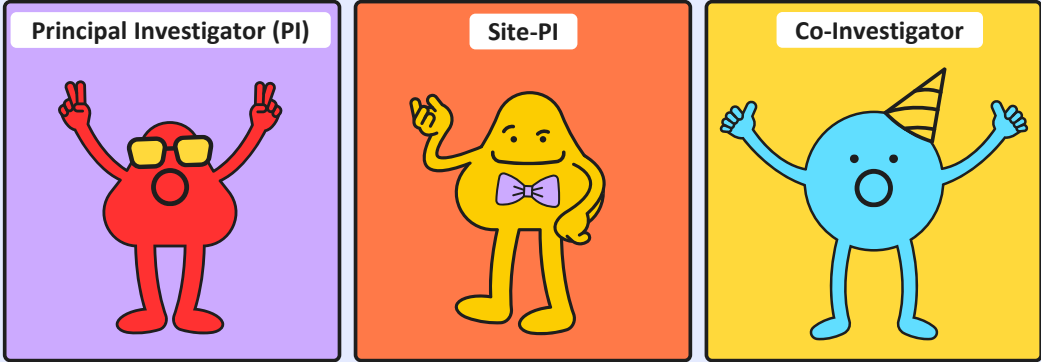


HOW TO PREPARE FOR IRB SUBMISSIONS

User Profiles, Minimum Training and FCOI Declarations

9 Dec 2025

ECOS - ATTENTION INVESTIGATORS!!



To successfully submit a **new study application** or **study amendment** on ECOS, **PI, Site-PI and Co-I(s)** listed in **Section B2** of the IRB application form will need to ensure the following are completed:

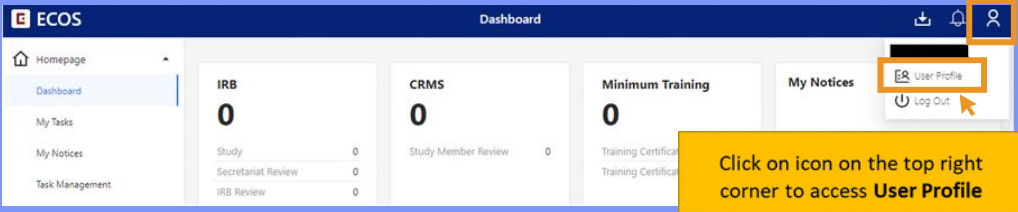
- 1) User Profile
- 2) Minimum Training
- 3) FCOI Declarations

- Step by Step Guide -

1

Set Up Your User Profile

- Once you have logged into ECOS, go to **[User Profile]**



- Complete all the required information under your profile

Indicate your salutation 1

Provide at least the 'Primary Appointment' 2

Provide at least 1 'Academic Qualification' 3

Primary/Secondary Appointment	Cluster	Institution/Organisation	Cluster-Institution-Department	Designation	Action
Primary	NHG	Tan Tock Seng Hospital (TTSH)	Medical Oncology	X	Add

Institution	Qualification	Date of Attainment	Action
SUSS	Master's Degree	26-Oct-2014	Add

Institution/Organisation	Department	Designation	From	To	Action
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Registration Type

For medical practitioners / dental practitioners / pharmacists, please provide your registration information

Registration Council	Type of Current Registration	Date of Registration	Action
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2

Submit Your Minimum Training Certificates For Verification

- Under **[User Profile]**, scroll to the **[Minimum Training Certificates]** section
- Submit your Minimum Training Certificates to the **ECOS Minimum Training Secretariat** for verification

Minimum Training Certificates

Note: Meet the minimum training requirement to conduct: NIL

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Action
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- When all relevant minimum training certificates have been successfully verified, you will receive the corresponding ECOS label on your profile

Minimum Training Certificates

Note: Meet the minimum training requirement to conduct: **Non-HBR, Clinical Trials, HBR**

ECOS Label

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
	GCP	GCP Certific...	01-Apr-2023	-	Permanent	Completed		Add
	HBRA Essentials	HBRA CERTIF...	01-Dec-2022	-	Permanent	Completed		Add
	CITI Biomed	CITI CERTIF...	01-Nov-2021	-				Add

Check Document Review Status for latest review update. Statuses: Draft, Pending Review, Completed and Rejected

What Is an ECOS Label?

PI, Site PI and Co-Investigators will need the relevant "labels" in order to submit the corresponding type of study selected in Section D of the IRB Application Form

For Staff of NHG and Partner Institutions		
Label	Type of Study	Minimum Training Requirements
Non-HBR	Non-Human Biomedical Research	CITI Biomed CITI FCOI
HBR	Human Biomedical Research	CITI Biomed CITI FCOI HBR Minimum Training*
Clinical Trials	Clinical Trials regulated by HSA	GCP CITI FCOI
SBE	Social, Behavioural, Educational Research (applicable to submissions to NHG DSRB Domain F)	CITI SBE CITI FCOI

*Name of HBRA Training Certification might differ for different cluster/institution

Note: Please refer to your cluster's/institution's minimum training policy/requirements

Refer to the **NHG Health Investigator Manual** in the NHG Health Research Website for the List of NHG Health and Partner Institutions

3

Submit Your FCOI Declaration

- Go to **[Dashboard]** > **[FCOI]** > **[My FCOI List]**

Click here to access your FCOI declarations

Click here to submit a new declaration

FCOI Declaration Form Template Version	Creation Date	Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Action
Version 1	20-Feb-2024 15:05:43				Add
Version 1	20-Feb-2024 14:40:37				Add
Version 1	19-Jan-2024 10:09:33	19-Jan-2024 10:10:00	19-Jan-2024 10:10:00	20-Feb-2024	Add



- Incomplete user profile, minimum training and FCOI declarations for **other study team members listed in the ECOS CRMS module** (e.g., Collaborators and Study Coordinators) will **not** hinder the submission of new study application or study amendments on ECOS.

- However, PI/ Site PI must ensure that they complete the necessary trainings and declarations in a timely manner.

The ECOS Modules User Guides are now available here: [User Guides](#)

