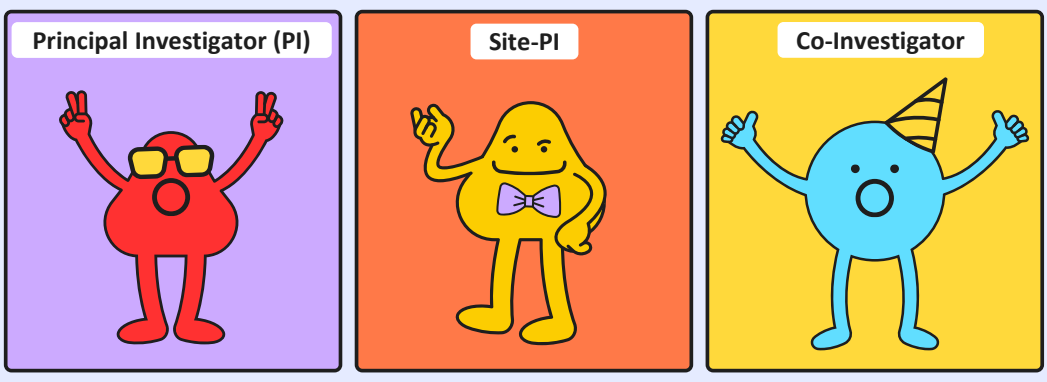
HOW TO
PREPARE FOR IRB SUBMISSIONS

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

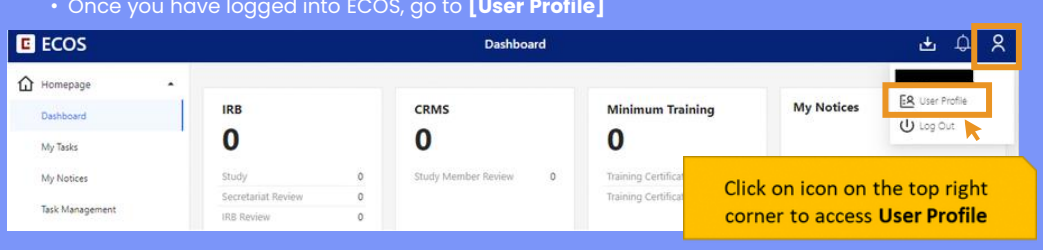
2) Minimum Training

3) FCOI Declarations

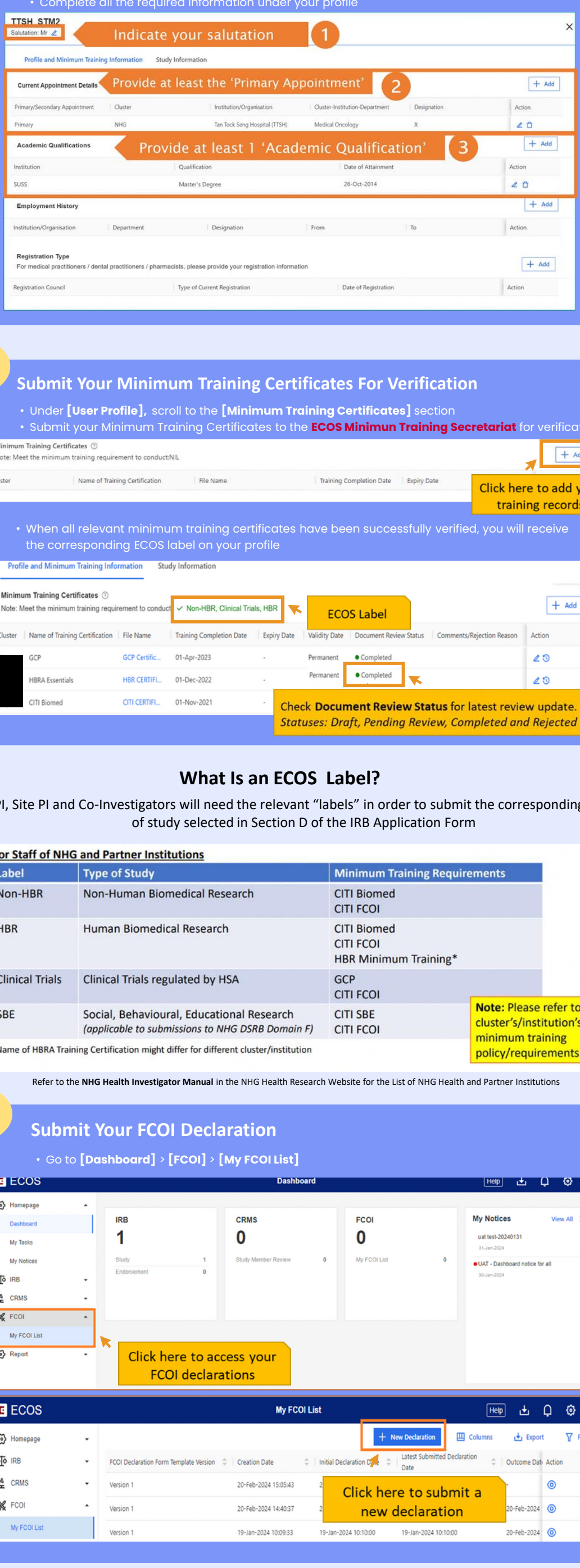
- Step by Step Guide -

1 Set Up Your User Profile

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



- Complete all the required information under your profile



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 Minimun Training Secretariat** for verification

- When all relevant minimum training certificates have been successfully verified, you will receive the corresponding ECOS label on your profile

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]**

- 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