

# HOW TO MANAGE MULTI-SITE STUDIES

Clinical Research Management System (CRMS)

Updated 9 Dec 2025



## ECOS - MULTI-SITE STUDIES



Some studies have more than 1 study site

**TEAM UP!**

Principal Investigators

Site A Site B

For multi-site studies, the sites would need to decide who is the PI to correspond with DSRB on ECOS on behalf of all the sites

I volunteer to represent us!

Site A Site B

In the ECOS System, these team members would be called -

**PI**

Site A Site B

**Site-PI**

The selected PI will help to submit IRB submissions on ECOS for all sites

However, each PI is still responsible for the activities within their own site

Site B

Subject recruitment & Management

Team Members

Documentation

Site B

Hence, there are specific sections in the CRMS Module that can ONLY be accessible by the specific site team members

Study XYZ

Site A Site B



- For multi-site studies, you will be able to access the IRB submissions as long as you are added in the User Authorisation List (UAL) for **ONE** of the study sites.
- If you need access to a specific site, you should contact the respective PI or team members listed in the study site's UAL.

## Navigating CRMS for Multi-Site Studies

### Study Level Vs Site Level Information

- CRMS module has 2 different levels of access

**Study Level**

Information entered will be shared across all participating sites. E.g. data entered by 1 site will be seen by all sites. Similarly, data revision made by 1 site will also be seen by the other sites.

**Site Level**

Information entered are restricted to the specific site only. E.g. data entered by 1 site will not be shared nor seen by another site. Participating sites do not have access to each other's pages.

### Which Study Site Am I Looking At?

- The top bar will indicate the **study title** and **study site**

The study title and site will be displayed on the top bar when you are accessing site level pages

### If You Are Involved In Study Activities for only ONE Site

- You should **ONLY** be added in the **UAL** for that specific study site

You will only see the study site you are involved in on the top bar

You can see a listing of all the study sites involved in the study but you will NOT have access to the site specific information of other sites

**IMPORTANT:** If you have been added in multiple sites of the same study, please ensure you have selected the **CORRECT** site before you proceed to update site specific information.

The CRMS User Guide is now available here: [User Guide](#)