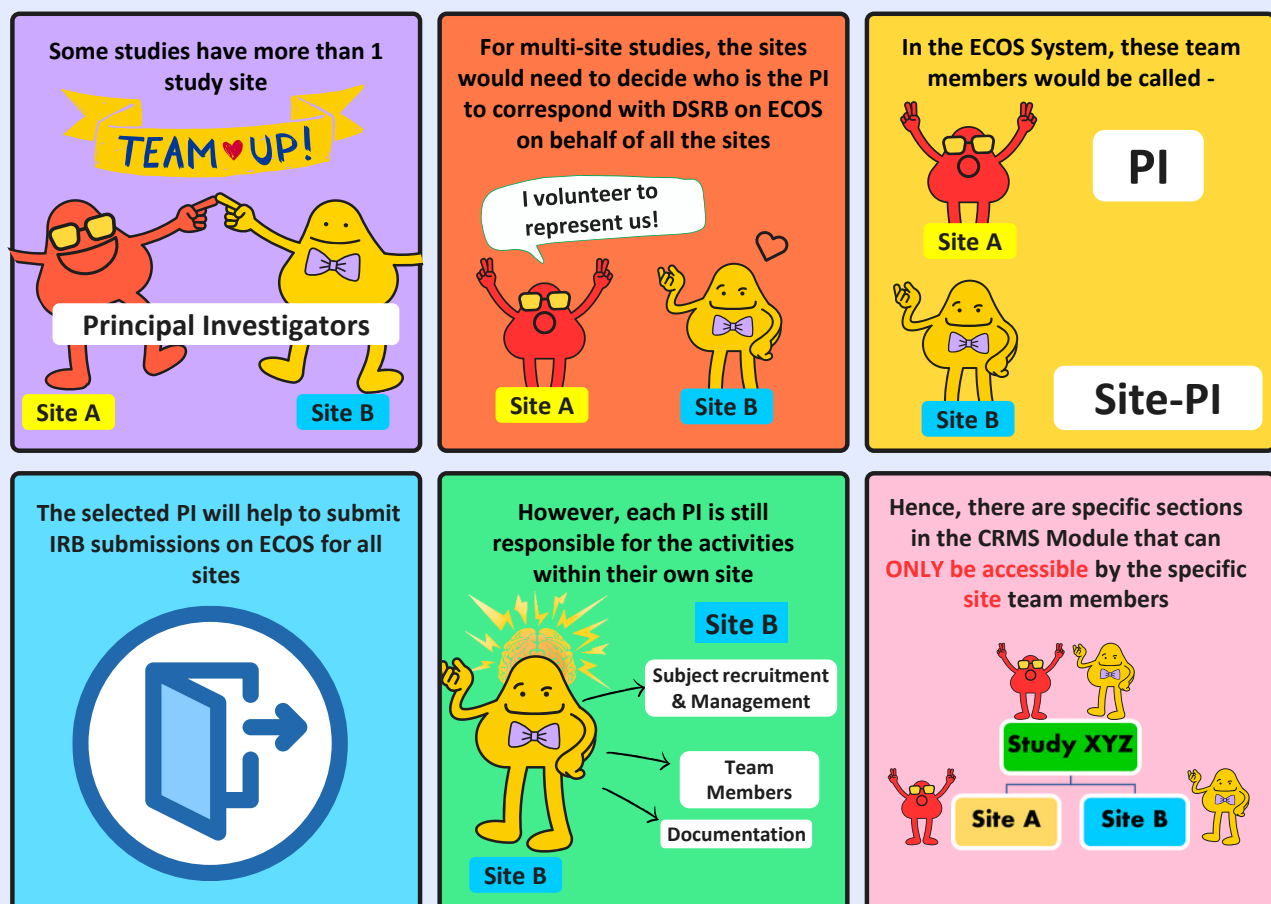


# HOW TO MANAGE MULTI-SITE STUDIES

Clinical Research Management System (CRMS)

Updated 9 Dec 2025

## ECOS - MULTI-SITE STUDIES



- 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

### If You Are Involved In Study Activities for **Multiple** Sites

- You should be added in the **UAL** for the different study sites that you are involved in
- You can navigate between different sites by following the steps below -

**Step 1: Click on the top bar**

**Step 2: Select your study**

**Step 3: Select the correct site**

**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](#)

