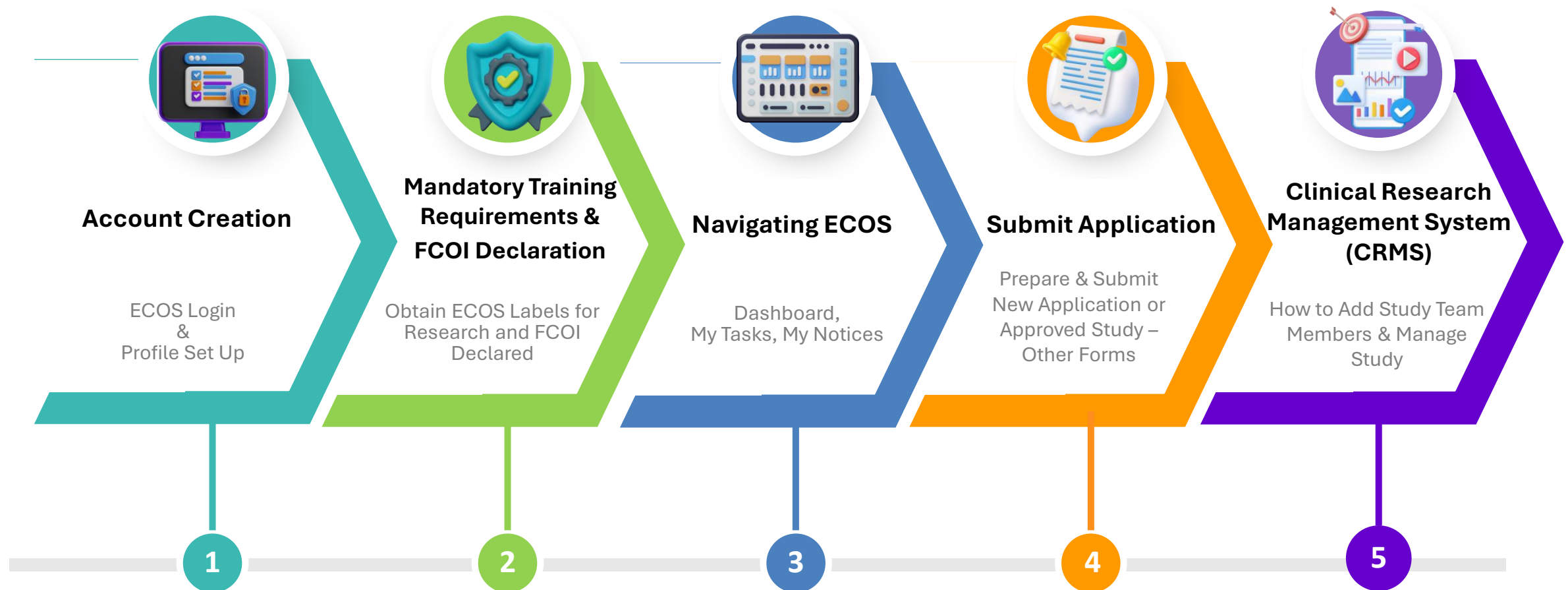


# Quick Start Guide: Ethics & Compliance Online System (ECOS)

# Getting Started - Ethics and Compliance Online System (ECOS)

ECOS, launched on 10 May 2024, is the new IRB IT system co-developed by NHG Health and SingHealth that supports the research lifecycle and provides centralised oversight for IRBs, institutions, and researchers.



# Contents

<b>1. Account Creation</b>	<a href="#"><u>ECOS Login</u></a>
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<b>3. Navigating ECOS</b>	<a href="#"><u>Navigating ECOS</u></a>
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	<a href="#"><u>Create New Application</u></a>
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	<a href="#"><u>Managing IRB Submission for Sponsored Study</u></a>
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<b>Resources</b>	<a href="#"><u>ECOS Modules User Guides</u></a>
	<a href="#"><u>Useful Contacts</u></a>



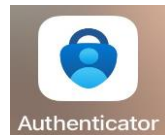
# Account Creation

- ECOS Login
- User Profile Set-Up



## Public Healthcare Institutions (PHI) Users – Login

- 1) PHI - Agency for Integrated Care (AIC), Ministry of Health (MOH), MOH Holdings (MOHH), National Healthcare Group (NHG), SingHealth, National University Health Systems (NUHS)
- 2) ECOS Login <https://www.ecos-research.com.sg/login/>
- 3) Login with your corporate M365 email address & Password
- 4) ECOS account will be automatically generated for users with corporate M365 email accounts
- 5) Two factor authentication (2FA) via Microsoft Authenticator is required



**ECOS**

PHI User      Non-PHI User

**LOG IN WITH CORPORATE EMAIL ADDRESS**

PHI: Public Healthcare Institutions

**SingHealth**  
Defining Tomorrow's Medicine

**National Healthcare Group**  
Adding years of healthy life



# Non-Public Health Institution (PHI) Users – Login

- 1) Non-PHI - Pharma Sponsors, Academic Institutions (e.g. NUS)
- 2) ECOS Login  
<https://www.ecos-research.com.sg/login/>

Announcement

General UAT2 CRMS UPLOAD  
01-Feb-2024

Content: You will see the latest notices here.

Gene  
doc, j

Attachment  
test document for information.docx  
test document for information.docx  
Attachments for notices can be downloaded from here.

ECOS

PHI User **Non-PHI User**

Email  
Password

Log in

Forget Password **Sign Up**

SingHealth  
National Healthcare Group

3

Complete the registration form with your

- Email Address (preferably corporate)
- Full Name
- Password

**User Registration**

Email  
Please enter email

Full Name  
Please enter full name

Password  
Please set a login password

☐ I agree with [User Privacy Agreement](#)

Register

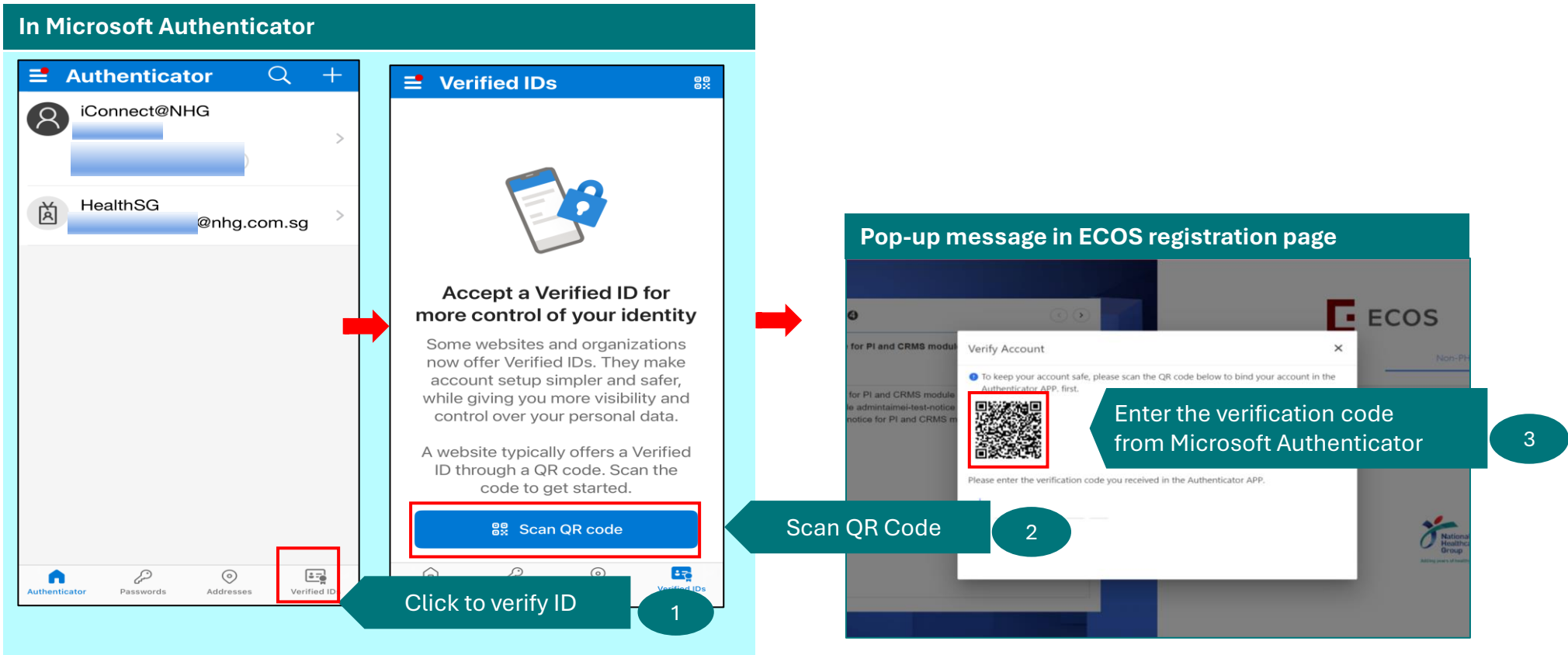


## Non-PHI Users – Login *(continued)*

### Microsoft Authenticator App

First-time users of ECOS with the App on your mobile device will need to pair it to this account, by clicking **“Verify ID”**

If you do not already have the App, you will need to Download it from Apple App Store or Google Play and create an account.





# User Profile Set Up

- 1) Click  **Profile icon** (top right corner)
- 2) Click **User Profile** and update

TTSH\_STM2

Salutation: Mr

Select "Salutation"

Profile and Minimum Training Information

Study Information

Current Appointment Details

Provide "Primary Appointment"

+ Add

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

Academic Qualifications

Provide at least one "Academic Qualification"

+ Add

Institution	Qualification	Date of Attainment	Action
SUSS	Master's Degree	26-Oct-2014	<div><div></div><div></div></div>

Employment History

+ Add

Institution/Organisation	Department	Designation	From	To	Action
--------------------------	------------	-------------	------	----	--------

Registration Type

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

+ Add

Registration Council	Type of Current Registration	Date of Registration	Action
----------------------	------------------------------	----------------------	--------





# Mandatory Training Requirements & FCOI Declaration

- Complete Minimum Training Requirements To Receive ECOS Labels to Submit Studies
- FCOI Declaration

- 1) Only PIs, Site PIs, Co-Is are listed in the Application Form - Section B2(a) Investigator List. These investigators must submit their minimum training certificates for validation and issuance of **“ECOS Labels”**.
- 2) **ECOS Labels** allows users to submit studies they are qualified to conduct based on completed minimum training requirements. If the requirements are not met, the system will prompt, and no "label" will be issued.
- 3) All other study team members (Study Administrator, Study Member and Sponsors) are added in the **Clinical Research Management System (CRMS)** ([slide 25](#)).

## For NHG Health Staff and Partner Institutions

(Please refer to your cluster's/institution's minimum training policy/requirements.)

Type of Study	Minimum Training Requirements	ECOS Labels
		✓ Non-HBR, HBR, SBE, Clinical Trials
Non-Human Biomedical Research	CITI Biomed CITI FCOI <sup>^</sup>	Non-HBR
Human Biomedical Research regulated by HBRA	CITI Biomed CITI FCOI <sup>^</sup> HBRA Training <sup>*</sup>	HBR
Clinical Trials regulated by HSA	GCP CITI FCOI <sup>^</sup>	Clinical Trials
Social, Behavioural, Educational Research (applicable to submissions to NHG Health DSRB Domain F)	CITI SBE CITI FCOI <sup>^</sup>	SBE

<sup>^</sup>The FCOI declaration form will be given a “Reviewed and Completed” status.

<sup>\*</sup>Name of HBRA Training Certification might differ for different cluster/institution.

Note:

- a) CITI Biomed, CITI FCOI, CITI GCP and CITI SBE → Please upload the **completion report showing all completed modules** (slide 11 for example)
- b) HBRA Training Certificate → Please upload the eCertificate

For more information, refer to [Overview of Minimum Training Requirements](#)



# Example of CITI Completion Report

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)**  
**COMPLETION REPORT - PART 1 OF 2**  
**COURSEWORK TRANSCRIPT\*\***

\*\* NOTE: Scores on this Transcript Report reflect the most current quiz completions, including quizzes on optional (supplemental) elements of the course. See list below for details. See separate Requirements Report for the reported scores at the time all requirements for the course were met.

• Name: [REDACTED]  
• Institution Affiliation: National Healthcare Group Pte Ltd. (ID: 527)  
• Institution Email: [REDACTED]  
• Institution Unit: [REDACTED]  
• Phone: [REDACTED]  
  
• Curriculum Group: [REDACTED]  
• Course Learner Group: [REDACTED]  
• Stage: [REDACTED] ✓  
  
• Record ID: [REDACTED]  
• Report Date: [REDACTED]  
• Current Score\*\*: [REDACTED]

REQUIRED, ELECTIVE, AND SUPPLEMENTAL MODULES	MOST RECENT	SCORE
Informed Consent (ID: 3)	25-Jan-2023	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	26-Jan-2023	4/5 (80%)
Belmont Report and Its Principles (ID: 1127)	25-Jan-2023	3/3 (100%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	25-Jan-2023	4/4 (100%)
The Federal Regulations - SBE (ID: 502)	26-Jan-2023	5/5 (100%)
Assessing Risk - SBE (ID: 503)	26-Jan-2023	5/5 (100%)
Records-Based Research (ID: 5)	25-Jan-2023	4/4 (100%)
Internet-Based Research - SBE (ID: 510)	26-Jan-2023	3/5 (60%)
History and Ethics of Human Subjects Research (ID: 498)	25-Jan-2023	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	26-Jan-2023	4/5 (80%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	25-Jan-2023	5/5 (100%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	25-Jan-2023	4/5 (80%)
NHG-Singapore. Overview of the Regulatory Framework and Guidelines in Singapore (ID: 809)	25-Jan-2023	No Quiz
NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810)	25-Jan-2023	No Quiz
National Healthcare Group - Singapore (ID: 808)	25-Jan-2023	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

**CITI PROGRAM** 

Completion Date 28-Oct-2022  
Expiration Date N/A  
Record ID [REDACTED]

This is to certify that:

Has completed the following CITI Program course:

**CITI Good Clinical Practice**  
(Curriculum Group)  
**CITI Good Clinical Practice Course**  
(Course Learner Group)  
**1 - Basic Course**  
(Stage)

Not valid for renewal of certification through CME.

Under requirements set by:




[REDACTED]

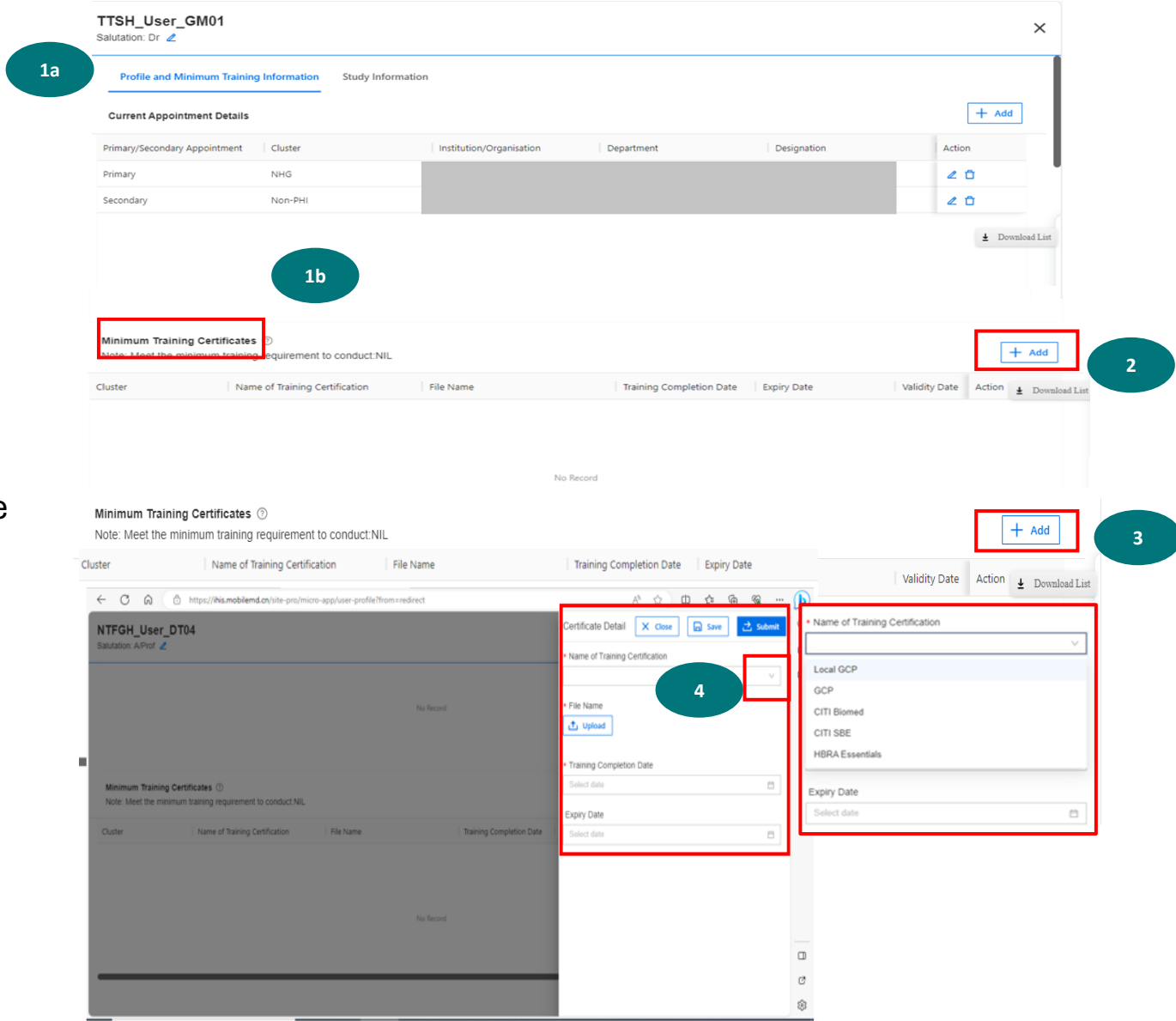
**CITI**  
Collaborative Institutional Training Initiative

This GCP training contains all of the attested CITI Program modules from the GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) Version 2. This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.

Verify at [www.citiprogram.org/verify/?w78b299b7-e656-43d4-a482-7a8274a6b921-51738529](http://www.citiprogram.org/verify/?w78b299b7-e656-43d4-a482-7a8274a6b921-51738529)

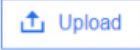

# How To: Upload/Update Minimum Training Certificates

- 1(a) At “User Profile”, locate the “Profile and Minimum Training Information” tab
- 1(b) Scroll down to select “Minimum Training Certificates”
- 2) Click on  to upload/update certificate/s
- 3) Click on  for “Certificate Detail”
- 4) Click on  and to select the training certificate to be uploaded



The screenshot displays the 'TTSH\_User\_GM01' profile page. The 'Profile and Minimum Training Information' tab is active. Under 'Current Appointment Details', there is a table with columns: Primary/Secondary Appointment, Cluster, Institution/Organization, Department, Designation, and Action. Below this, the 'Minimum Training Certificates' section is highlighted with a red box and labeled '1b'. It contains a note: 'Note: Meet the minimum training requirement to conduct NIL.' and a '+ Add' button labeled '2'. Below this is a table with columns: Cluster, Name of Training Certification, File Name, Training Completion Date, Expiry Date, Validity Date, and Action. The table is empty, labeled 'No Record'. A second '+ Add' button labeled '3' is shown. The bottom screenshot shows the 'NTFGH\_User\_DT04' profile page. The 'Minimum Training Certificates' section is highlighted. A 'Certificate Detail' modal is open, showing a dropdown menu for 'Name of Training Certification' labeled '4'. The dropdown list includes: Local GCP, GCP, CITI Biomed, CITI SBE, and HBRA Essentials. Other fields in the modal include 'File Name' with an 'Upload' button, 'Training Completion Date', and 'Expiry Date'.

# How To: Upload/Update Minimum Training Certificates *(continued)*

- 4) Select **"Name of Training Certification"**
- 5) Click  to browse and upload the training certificate. (Limited to one file upload for each type of Training Certificate)
- 6(a) Click the **Calendar icon** for the calendar window
- 6(b) Select **"Completion Date"** on the training certificate
- 7) **"Save"** the Training Certificate and details
- 8) Click  to send certificates to your cluster / institution's designated Minimum Training Secretariat for review

Certificate Detail

Close

Save

Submit

Name of Training Certification

CITI Blomed

File Name

Upload

Training Completion Date

Select date

Calendar icon

Expiry Date

Select date

(Optional field)

Calendar icon

Training Completion Date

01-Sep-2023

Calendar icon

<<

<

Sep 2023

>

>>

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Record ID:

58018505

Completion Date:

01-Sep-2023

Expiration Date:

01-Sep-2026

Minimum Passing:

80

Reported Score\*:

96

Restricted, Sensitive - Normal

13



# Review Training Certificate – Document Review Status

- 1) Upon submission of the Training Certificate view its status under the “**Minimum Training Certificates**” section
- 2) View “**Document Review Status**”: Pending Verification/Completed/ Rejected/Expired (*at the far right of the screen*)

Note: You will receive an email notification when there is a review outcome from the Minimum Training Secretariat

Minimum Training Certificates ⓘ 1							+ Add	
Note: Meet the minimum training requirement to conduct:NIL								
Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action	Download List	
NUHS	CITI Biomed	<a href="#">citiCompletionReport_12892325_601...</a>	01-Sep-2023	-	31-Aug-2024	🕒		
						Validity Date	Document Review Status	Comments/Reje- Action
						31-Aug-2024	● Pending Verification	2 🕒

Document Review Status	Description
Pending Verification	Training Certificate is pending verification by your Cluster / Institution’s Minimum Training Secretariat
Completed	Training Certificate has been verified and accepted by your Cluster / Institution’s Minimum Training Secretariat
Rejected	Training Certificate is rejected by your Cluster / Institution’s Minimum Training Secretariat
Expired	Validity Date of Training Certificate has passed. Please complete the Refresher course and upload the new Training Certificate.



# Edit & Review Training Certificate Status & ECOS Labels

## Minimum Training Certificates ?

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

+ Add

Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
CITI SBE	[REDACTED].docx	19-Apr-2024	19-Apr-2024	Permanent	● Rejected	Did not complete at least 5 SBE modules.	

## Profile and Minimum Training Information

## Study Information

## Minimum Training Certificates ?


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

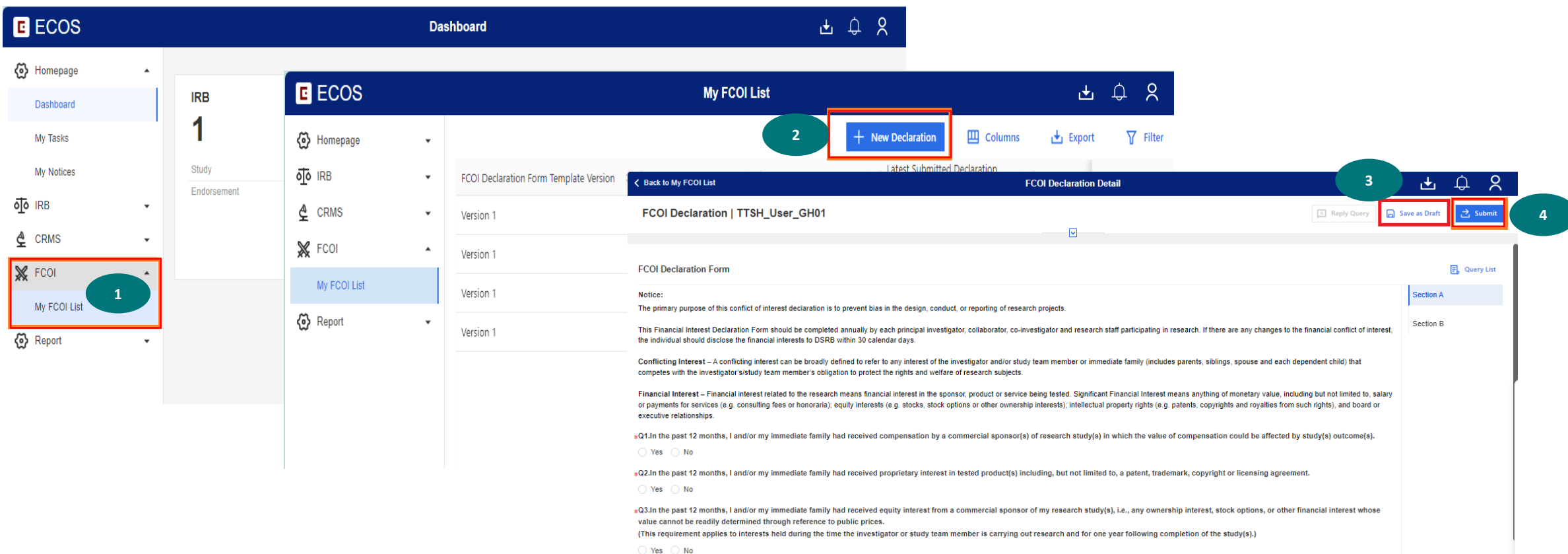
+ Add

NHG	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
NHG	GCP	GCP Certific...	01-Apr-2023	-	Permanent	● Completed		
NHG	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	Permanent	● Completed		
NHG	CITI FCOI	CITI CERTIFI...	01-Nov-2021	-	Permanent	● Completed		

- 1) Under “**Document Review Status**” field, the reason for a training certificate being “**Rejected**” will be indicated in “**Comments/Rejection Reason**”
- 2) To resubmit Training Certification
  - Click “**Edit**”
  - Delete the incorrect Training Certificate
  - Re-do steps recommended in slides 12 to 14
- 3) The Minimum Training Secretariat will issue “**ECOS Labels**” ([slide 9 – Type of Research](#)) for the type of study that a user can conduct according to the training certificate that was submitted for verification. Do ensure that you have obtained the relevant ECOS Labels for your research.

# How To Submit FCOI Declaration Form

- 1) On the “**Dashboard**” page, click “**My FCOI List**” (left sidebar)
- 2) Click  to submit a new FCOI Declaration Form & provide details of any Financial Conflict of Interest
- 3) Click “**Save as Draft**” if you are not ready to submit your FCOI Declaration yet
- 4) Click “**Submit**” when you are ready to submit to the FCOI Secretariat for review



The screenshot displays the ECOS system interface. The top navigation bar shows 'ECOS' and 'Dashboard'. The left sidebar contains a list of options: Homepage, Dashboard, My Tasks, My Notices, IRB, CRMS, FCOI, My FCOI List, and Report. The 'My FCOI List' option is highlighted with a red box and a green circle labeled '1'. The main content area shows the 'My FCOI List' page. A '+ New Declaration' button is highlighted with a red box and a green circle labeled '2'. The 'FCOI Declaration Detail' page is shown, with 'Save as Draft' and 'Submit' buttons highlighted with red boxes and green circles labeled '3' and '4' respectively. The form content includes a notice, instructions, and questions about financial interests.

For more information, refer to [Financial Conflict of Interest \(COI\) Part 1:Declarations](#) & [Financial Conflict of Interest \(FCOI\) Part2: Training](#)



# Respond to FCOI Secretariat's Queries

ECOS My FCOI List

Initial Declaration Date Latest Submitted Declaration Date Outcome Date Form Status Form Outcome Action

22-Feb-2024 15:23:16 22-Feb-2024 15:23:16 - Pending User Reply -

19-Jan-2024 10:17:21 19-Jan-2024 10:17:21 19-Jan-2024 15:49:33 Review Completed Approved

23-Nov-2023 15:39:29 23-Nov-2023 15:39:29 23-Nov-2023 15:39:29 Review Completed Approved

FCOI Declaration | Dr TTSH\_User\_ID02 Pending User Reply

Reply Query and Re-submit

FCOI Declaration Form Save at 20-Apr-2024 17:54:15

Export Query List

Section A

Section B

Notice:  
The primary purpose of this conflict of interest declaration is to prevent bias in the design, conduct, or reporting of research projects.

This Financial Interest Declaration Form should be completed annually by each principal investigator, collaborator, co-investigator and research staff participating in research. If there are any changes to the financial conflict of interest, the individual should disclose the financial interests to DSRB within 30 calendar days.

**Conflicting Interest** – A conflicting interest can be broadly defined to refer to any interest of the investigator and/or study team member or immediate family (includes parents, siblings, spouse and each dependent child) that competes with the investigator's/study team member's obligation to protect the rights and welfare of research subjects.

**Financial Interest** – Financial interest related to the research means financial interest in the sponsor, product or service being tested. Significant Financial Interest means anything of monetary value, including but not limited to, salary or payments for services (e.g. consulting fees or honoraria); equity interests (e.g. stocks, stock options or other ownership interests); intellectual property rights (e.g. patents, copyrights and royalties from such rights), and board or executive relationships.

\*Q1. In the past 12 months, I and/or my immediate family had received compensation by a commercial sponsor(s) of research study(s) in which the value of compensation could be affected by study(s) outcome(s).

☐ Yes ☒ No

- 1) Click **“My FCOI List”** (left sidebar)
- 2) At **“Form Status”** – **“Pending User Reply”**, your action is required
- 3) Click the **eye icon** to view the **“FCOI Declaration Form”**
- 4) Click **“Query List”** to view the query/queries from the FCOI Secretariat The indicates that there is a query to be addressed.

FCOI Declaration | Dr TTSH\_User\_DI Pending User Reply

5 Reply Query and Re-submit

FCOI Declaration Form Save at 20-Apr-2024 10:58:27

Export Query List

Section A

Section B

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\*Q1. In the past 12 months, I and/or my immediate family had received compensation by a commercial sponsor(s) of research study(s) in which the value of compensation could be affected by study(s) outcome(s).

☐ Yes ☒ No

ECOS My FCOI List

Initial Declaration Date Latest Submitted Declaration Date Outcome Date Form Status Form Outcome Action

2024 FCOI Declaration Form 22-Oct-2025 10:36:39 22-Oct-2025 10:36:39 22-Oct-2025 10:36:39 Review Completed Approved

FCOI Declaration | Dr TTSH\_User\_DI Pending User Reply

Reply Query and Re-submit

FCOI Declaration Form Save at 20-Apr-2024 17:54:15

Export Query List

Section A

Section B

Notice:  
The primary purpose of this conflict of interest declaration is to prevent bias in the design, conduct, or reporting of research projects.

This Financial Interest Declaration Form should be completed annually by each principal investigator, collaborator, co-investigator and research staff participating in research. If there are any changes to the financial conflict of interest, the individual should disclose the financial interests to DSRB within 30 calendar days.

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\*Q1. In the past 12 months, I and/or my immediate family had received compensation by a commercial sponsor(s) of research study(s) in which the value of compensation could be affected by study(s) outcome(s).

☐ Yes ☒ No

- After you have addressed the queries from the FCOI Secretariat and edited your FCOI Declaration Form, where applicable,
- 5) Click **“Reply Query and Re-submit”** to send the responses and FCOI Declaration Form back to the FCOI Secretariat
  - 6) If the FCOI Declaration “Form Outcome” is “Approved”, “Form Status” will show “Review Completed”

After you have obtained (a) ECOS Label **and** received (b) FCOI Review Completed, you can now proceed to submit an application for the respective study.

Profile and Minimum Training Information								Study Information	
Minimum Training Certificates ?									
Note: Meet the minimum training requirement to conduct:								<div>ECOS Label</div> <div>✓ Non-HBR, Clinical Trials, HBR</div>	
Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action	
SingH...	GCP	GCP Certific...	01-Apr-2023	-	Permanent	● Completed		✎ ⌚	
SingH...	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	30-Nov-2023	● Expired		✎ ⌚	
SingH...	CITI Biomed	CITI CERTIFI...	01-Nov-2021	-	31-Oct-2024	● Completed		✎ ⌚	

ECOS

My FCOI List

Homepage

IRB

CRMS

FCOI

My FCOI List

SDB

New Declaration

Columns

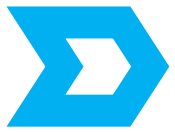
Export

Filter


FCOI Declaration Form Template Version	Creation Date	Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Form Status	Form Outcome	FCOI Status	Action
2024 FCOI Declaration Form	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:37:24	Review Completed	Approved	No	

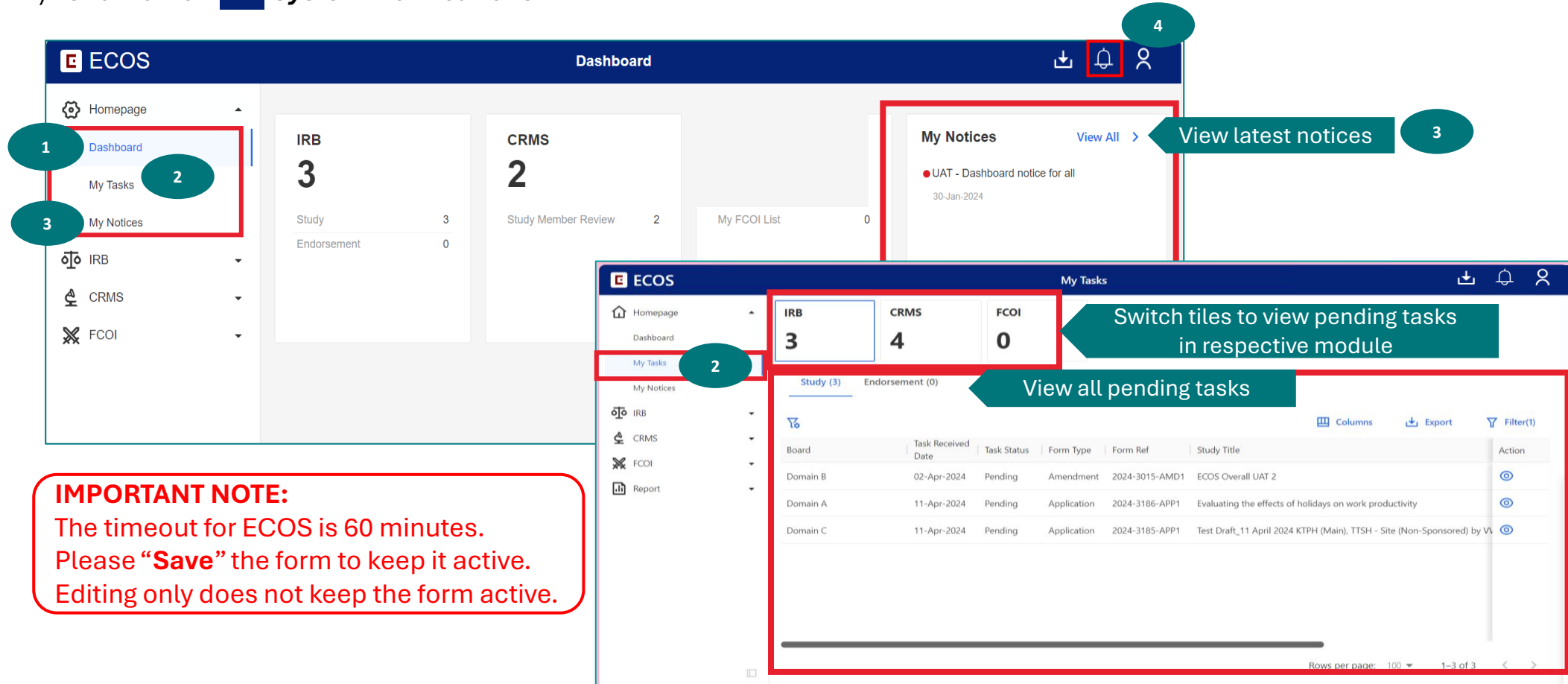
## 3 Navigating ECOS

- Dashboard - My Tasks / Notices / Study List



# Navigating ECOS – Dashboard, My Tasks, My Notices

- 1) View pending tasks for each module on your “**Dashboard**”.
- 2) “**My Tasks**” – Switch tiles to review pending tasks in respective modules.
- 3) “**My Notices**” - View latest notices here. The ‘ ● ’ indicates that the notice has not been read.
- 4) Click to view  **System Notifications**.



The image shows two screenshots of the ECOS system interface. The top screenshot is the 'Dashboard' page, and the bottom screenshot is the 'My Tasks' page. Numbered callouts (1-4) correspond to the instructions in the list above. Annotations in green boxes provide additional guidance.

**Dashboard Page:**

- 1: Points to the 'Dashboard' link in the left sidebar.
- 2: Points to the 'My Tasks' link in the left sidebar.
- 3: Points to the 'My Notices' link in the left sidebar.
- 4: Points to the bell icon in the top right header.

**My Tasks Page:**

- 2: Points to the 'My Tasks' link in the left sidebar.

**Annotations:**

- 'View latest notices' points to the 'View All' link in the 'My Notices' section of the Dashboard.
- 'Switch tiles to view pending tasks in respective module' points to the IRB, CRMS, and FCOI tiles in the 'My Tasks' section.
- 'View all pending tasks' points to the 'Study (3)' tab in the 'My Tasks' section.

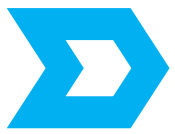
**Table Data (from My Tasks - Study (3) tab):**

Board	Task Received Date	Task Status	Form Type	Form Ref	Study Title	Action
Domain B	02-Apr-2024	Pending	Amendment	2024-3015-AMD1	ECOS Overall UAT 2	
Domain A	11-Apr-2024	Pending	Application	2024-3186-APP1	Evaluating the effects of holidays on work productivity	
Domain C	11-Apr-2024	Pending	Application	2024-3185-APP1	Test Draft_11 April 2024 KTPH (Main), TTSH - Site (Non-Sponsored) by V	

Rows per page: 100 1-3 of 3




## IMPORTANT NOTE:

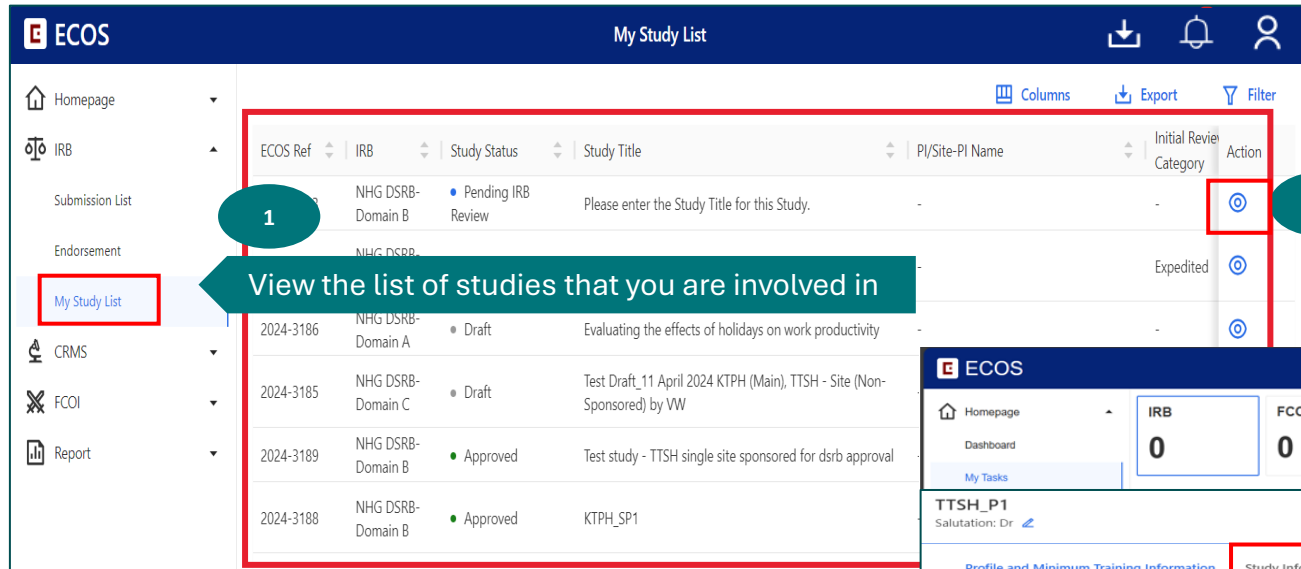
The timeout for ECOS is 60 minutes.  
Please “**Save**” the form to keep it active.  
Editing only does not keep the form active.









# Navigating ECOS – View “My Study List”

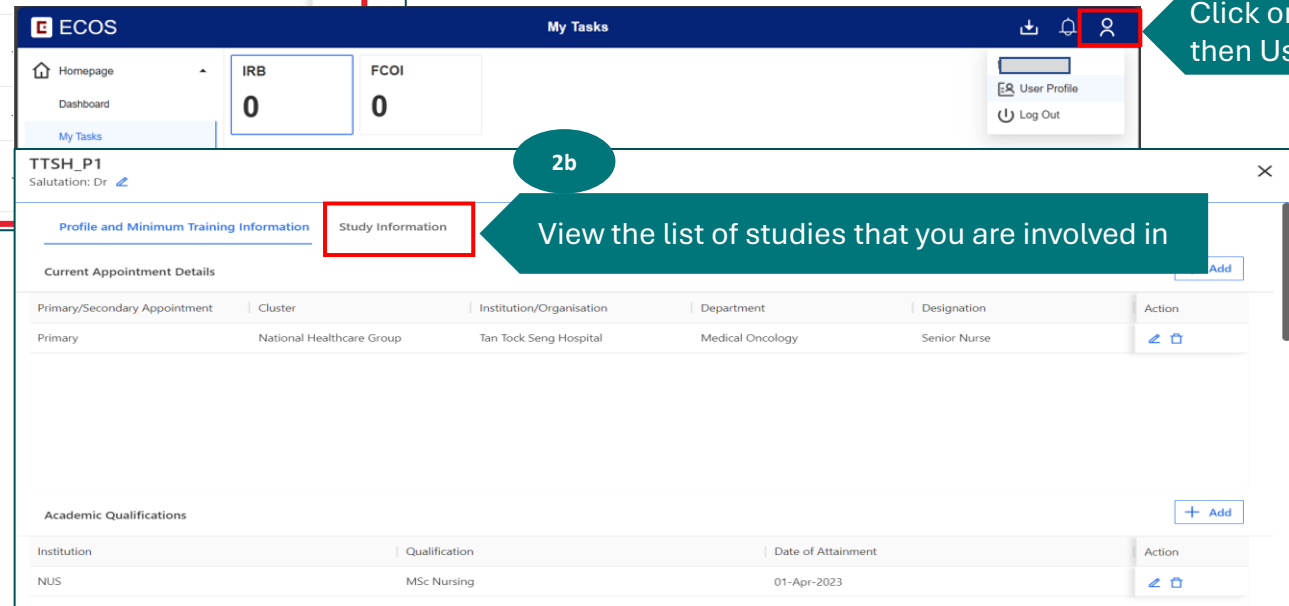
There are two ways to view the studies you are involved in:

- 1) At  , click **“My Study List”** to view the list of studies that you are involved in
- 2) At  **“User Profile”**, click **“Study Information”**
- 3) Click  **view** to go into the study



The screenshot shows the ECOS 'My Study List' page. A red box highlights the 'My Study List' link in the left sidebar (labeled 1). A red box highlights the 'Study Information' link in the top right of the main content area (labeled 3). A green callout bubble with the text 'View the list of studies that you are involved in' points to the main table of studies.

ECOS Ref	IRB	Study Status	Study Title	PI/Site-PI Name	Initial Review Category	Action
	NHG DSRB-Domain B	Pending IRB Review	Please enter the Study Title for this Study.	-	-	
	NHG DSRB-Domain A	Draft	Evaluating the effects of holidays on work productivity	-	-	
2024-3186	NHG DSRB-Domain A	Draft	Evaluating the effects of holidays on work productivity	-	-	
2024-3185	NHG DSRB-Domain C	Draft	Test Draft_11 April 2024 KTPH (Main), TTSH - Site (Non-Sponsored) by VW	-	-	
2024-3189	NHG DSRB-Domain B	Approved	Test study - TTSH single site sponsored for dsrb approval	-	-	
2024-3188	NHG DSRB-Domain B	Approved	KTPH_SP1	-	-	



The screenshot shows the ECOS 'My Tasks' page. A red box highlights the 'User Profile' link in the top right of the main content area (labeled 2a). A green callout bubble with the text 'Click on the icon, then User Profile.' points to the 'User Profile' link. A red box highlights the 'Study Information' link in the top right of the main content area (labeled 2b). A green callout bubble with the text 'View the list of studies that you are involved in' points to the 'Study Information' link.

2a Click on the icon, then User Profile.

2b View the list of studies that you are involved in



# Submit Application

- Who can make a submission on ECOS?
- Create New Application / Forms

## Who can make a submission on ECOS?

The Principal Investigator (PI) holds the overall responsibility for the preparation and completion of the submissions to the DSRB. The PI must maintain an overview of all submissions, even if tasks are delegated to other research staff.

For submissions on ECOS, Study Sponsors and site staff (i.e. Study Administrators or Study Team Member) can all view and edit the IRB forms.

Please refer to the table below on the roles and responsibilities PI, Site PI and Co-I:

IRB Form	Who can submit on ECOS?		
	PI	Site PI	Co-I
<ul style="list-style-type: none"><li>➤ Initial IRB Application</li><li>➤ Amendment</li><li>➤ Study Status Report (SSR)</li><li>➤ Study Deviation or Non-Compliance Report (DNC)</li><li>➤ Other Study Notification (OSN)</li></ul>	✓	×	×
Serious Adverse Event (SAE)	✓	✓	✓
UPIRTSO (UPT)	✓	✓	×



## Create New Application

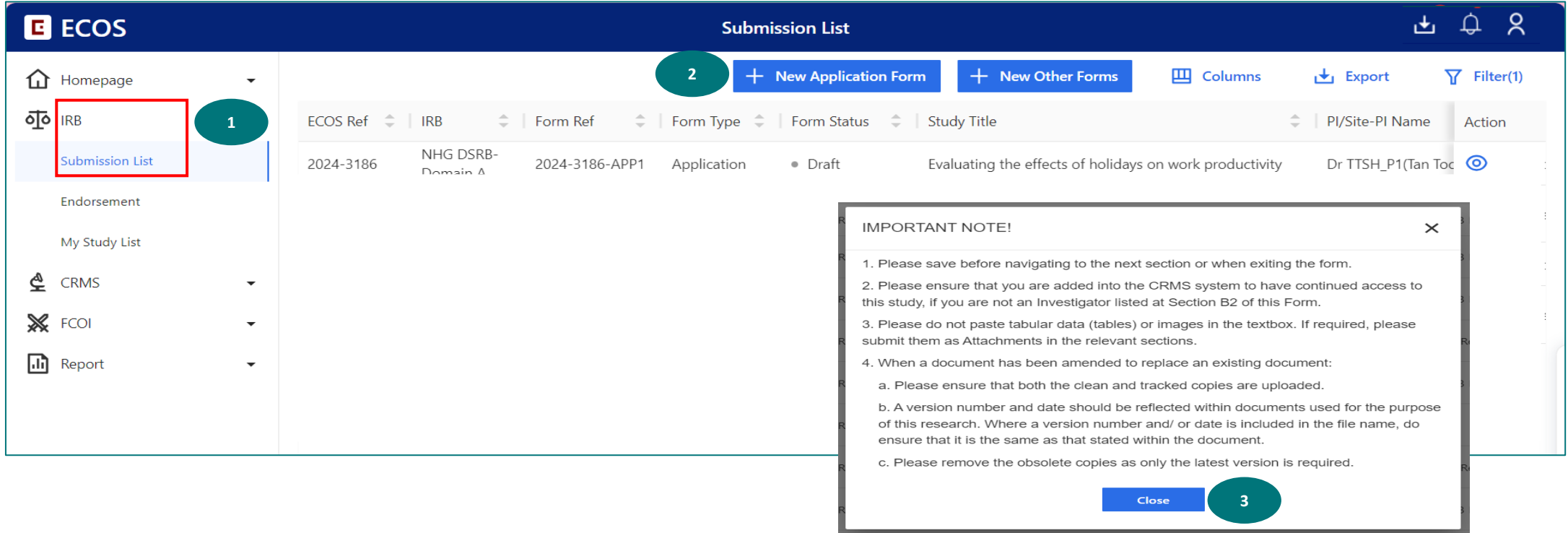
- All users who has access to IRB module will be able to create an IRB Application (APP) Form.
- Investigators (PI, Site-PI, Co-I) added to the IRB APP form will appear on the CRMS User Authorisation List following synchronisation between the IRB and CRMS modules. ([More information on CRMS in the later slides](#)).
- Investigators will be able to access CRMS pages for the study, in addition to the IRB APP Form.
- As for Study Team Members / Study Administrator / Study Sponsor (STM / SA / SS) since they cannot be added to the IRB APP Form, the system will prompt them to select their Study Site and Study Role when saving the form **for the first time**.
- Once completed, the STM / SA / SS will be added to the User Authorisation List in the study's CRMS. The STM / SA / SS will have access to CRMS and continue to have access to the IRB APP Form.





# Create New Application – PI/Site PI/Co-I

- 1) Click  IRB > “Submission List”
- 2) Create a “New Application Form”
- 3) Upon reading the “Important Note!”, “Close” the window to proceed with form creation.



The screenshot shows the ECOS Submission List interface. On the left sidebar, the 'IRB' menu is expanded, and 'Submission List' is highlighted (labeled 1). The main area shows a table of submissions with columns: ECOS Ref, IRB, Form Ref, Form Type, Form Status, Study Title, PI/Site-PI Name, and Action. A table row is visible with ECOS Ref 2024-3186, IRB NHG DSRB-Domain A, Form Ref 2024-3186-APP1, Form Type Application, Form Status Draft, Study Title Evaluating the effects of holidays on work productivity, and PI/Site-PI Name Dr TTSH\_P1(Tan Toc). A modal window titled 'IMPORTANT NOTE!' is open, containing four numbered instructions. The 'Close' button in the modal is highlighted (labeled 3). The 'New Application Form' button in the top navigation bar is highlighted (labeled 2).

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	PI/Site-PI Name	Action
2024-3186	NHG DSRB-Domain A	2024-3186-APP1	Application	Draft	Evaluating the effects of holidays on work productivity	Dr TTSH_P1(Tan Toc	

**IMPORTANT NOTE!**

1. Please save before navigating to the next section or when exiting the form.
2. Please ensure that you are added into the CRMS system to have continued access to this study, if you are not an Investigator listed at Section B2 of this Form.
3. Please do not paste tabular data (tables) or images in the textbox. If required, please submit them as Attachments in the relevant sections.
4. When a document has been amended to replace an existing document:
  - a. Please ensure that both the clean and tracked copies are uploaded.
  - b. A version number and date should be reflected within documents used for the purpose of this research. Where a version number and/ or date is included in the file name, do ensure that it is the same as that stated within the document.
  - c. Please remove the obsolete copies as only the latest version is required.

Close

## Note:

Complete **Sections A (Study Title)** and **B (Submission IRB and Board)** and save to generate a new ECOS reference number for your study

For more information, please refer to [Overview of IRB Ethics Submissions](#) and [IRB Ethics Application Form - List of Sections & Questions](#)



# Create New Application – PI/Site PI/Co-I

- 1) On the Application Form, click 'Mandatory Check' to ensure that all form fields are filled.
- 2) Use 'Save' frequently to ensure that all information are saved. Your form will not be autosaved.
- 3) Use 'Save and Exit' to save and exit editing mode.

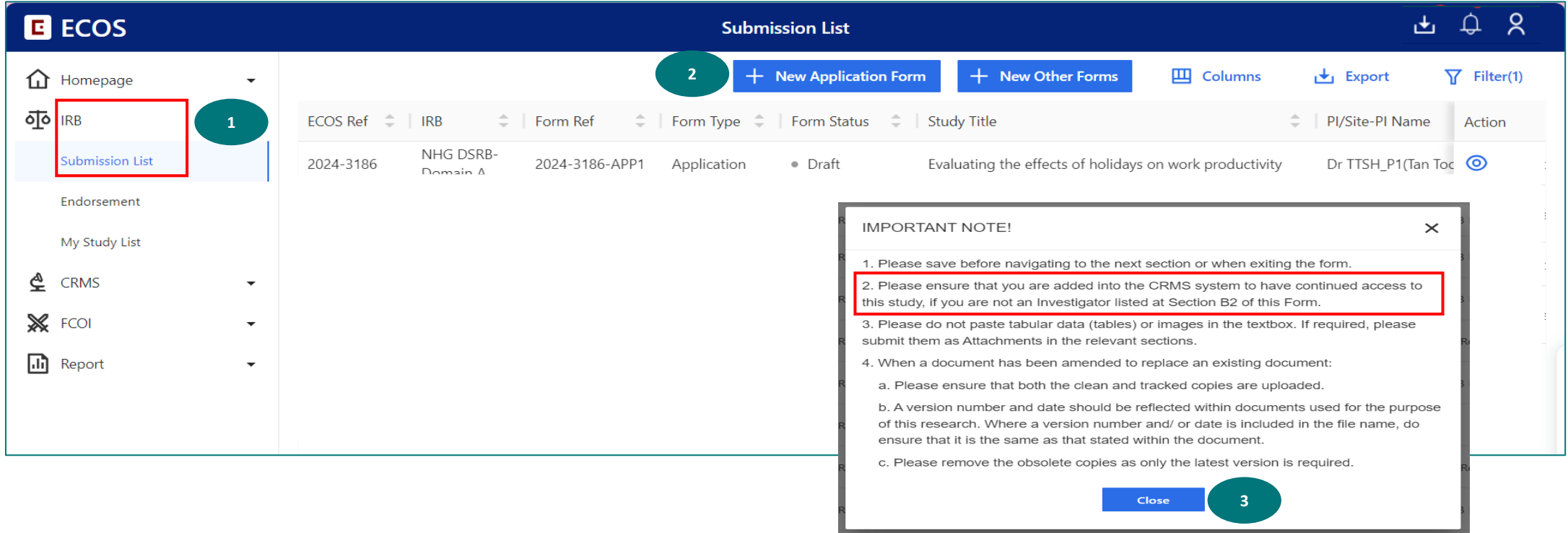
- 4) View the 'Study Summary' such as Forms, Forms Attachments and Study Letter submitted for the study.
- 5) Refer to the [CRMS section](#), slide 26 for more information.
- 6) For PI, the 'Declare and Submit' button will be displayed, and form will be 'Pending Endorsement' upon submission. For all other roles, the 'Finalise' button will be displayed, and form will be 'Pending PI Declaration' upon submission.

**IMPORTANT NOTE:** The timeout for ECOS is 60 minutes. Please **"Save"** the form to keep it active. Editing only does not keep the form active.



# Create New Application – STM/SA/SS

- 1) Click  IRB > “Submission List”
- 2) Create a “New Application Form”
- 3) Upon reading the “Important Note!”, “Close” the window to proceed with form creation.



The screenshot shows the ECOS Submission List interface. On the left sidebar, the 'IRB' menu is expanded, and 'Submission List' is highlighted (labeled 1). The main area shows a table of submissions. A modal window titled 'IMPORTANT NOTE!' is open, displaying instructions for users (labeled 3). The modal includes a 'Close' button (labeled 2).

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	PI/Site-PI Name	Action
2024-3186	NHG DSRB-Domain A	2024-3186-APP1	Application	Draft	Evaluating the effects of holidays on work productivity	Dr TTSH_P1(Tan Toc	

**IMPORTANT NOTE!**

1. Please save before navigating to the next section or when exiting the form.
2. Please ensure that you are added into the CRMS system to have continued access to this study, if you are not an Investigator listed at Section B2 of this Form.
3. Please do not paste tabular data (tables) or images in the textbox. If required, please submit them as Attachments in the relevant sections.
4. When a document has been amended to replace an existing document:
  - a. Please ensure that both the clean and tracked copies are uploaded.
  - b. A version number and date should be reflected within documents used for the purpose of this research. Where a version number and/ or date is included in the file name, do ensure that it is the same as that stated within the document.
  - c. Please remove the obsolete copies as only the latest version is required.

[Close](#)

## Note:

Complete **Sections A (Study Title)** and **B (Submission IRB and Board)** and save to generate a new ECOS reference number for your study

For more information, please refer to [Overview of IRB Ethics Submissions](#) and [IRB Ethics Application Form - List of Sections & Questions](#)



# Create New Application – STM/SA/SS

Role used: Study Team Member (TTSH\_STM1)

Click the down arrow to collapse part of the top header

1

Application Form

Section B: Submission Board, Study Site, Study Investigator and Conflict of Interest

B2. Study Site and Study Investigator

B2. (a) Please select the study sites and investigator:

Study Site List

Study Site	Location	Endorsement needed ⓘ	Action
Tan Tock Seng Hospital	TTS2	Yes	Edit Delete

Investigator List

Study Site	Name	Study Role	Designation	Department	Institution	Profile and Minimum Training	Conflict Interest	Action
Tan Tock Seng Hospital	Dr TTSH_NewPI1	PI	doctor	Geriatric Medicine	Tan Tock Seng Hospital	Detail	No	Edit Delete

2

3

For continued access to the IRB Application Form, please select your Study Site and Study Role.

Site: Tan Tock Seng Hospital

Role: Study Team Member

Save

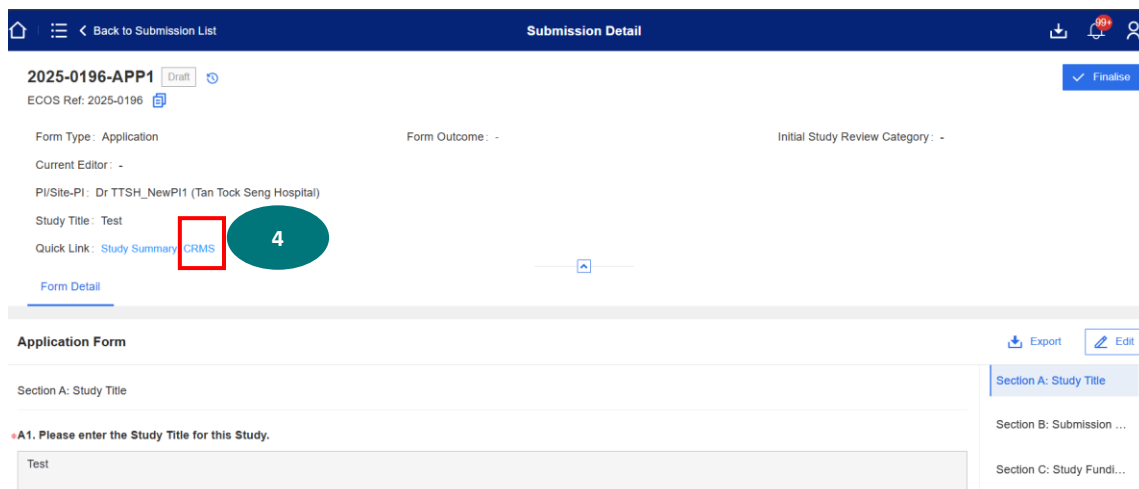
- 1) At the first save of the IRB APP Form, the system will recognise that (TTSH\_STM1) is not part of the Investigator List in Section B2 (a).
- 2) This will trigger a prompt.

- 3) Only 3 options for Role available for user to select: Study Administrator, Study Sponsor or Study Team Member.
- 4) Select the correct Site and Role, then click Save.
- 5) The system will register this and add (TTSH\_STM1) to the CRMS User Authorisation List (next slide).

**IMPORTANT NOTE:** The timeout for ECOS is 60 minutes. Please **“Save”** the form to keep it active. Editing only does not keep the form active.

# Create New Application – STM/SA/SS

Role used: **Study Team Member (TTSH\_STM1)**



Submission Detail

2025-0196-APP1 Draft

ECOS Ref: 2025-0196

Form Type: Application Form Outcome: - Initial Study Review Category: -

Current Editor: -

PI/Site-PI: Dr TTSH\_NewPI1 (Tan Tock Seng Hospital)

Study Title: Test

Quick Link: [Study Summary](#) [CRMS](#)

Form Detail

Application Form

Section A: Study Title

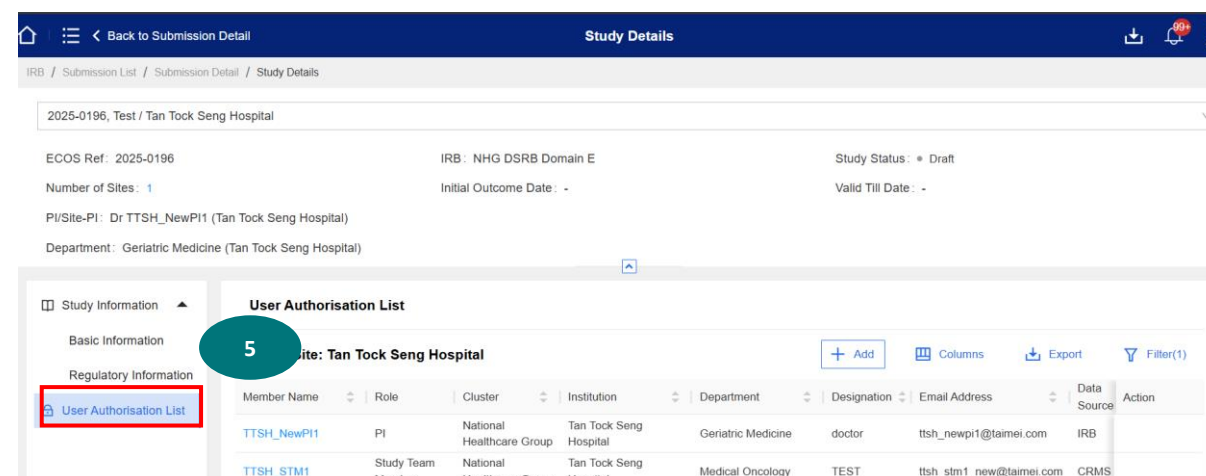
A1. Please enter the Study Title for this Study.

Test

Section B: Submission ...

Section C: Study Fundi...

4) Click on CRMS



Study Details

IRB / Submission List / Submission Detail / Study Details

2025-0196, Test / Tan Tock Seng Hospital

ECOS Ref: 2025-0196 IRB: NHG DSRB Domain E Study Status: Draft

Number of Sites: 1 Initial Outcome Date: - Valid Till Date: -

PI/Site-PI: Dr TTSH\_NewPI1 (Tan Tock Seng Hospital)

Department: Geriatric Medicine (Tan Tock Seng Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List


Site: Tan Tock Seng Hospital

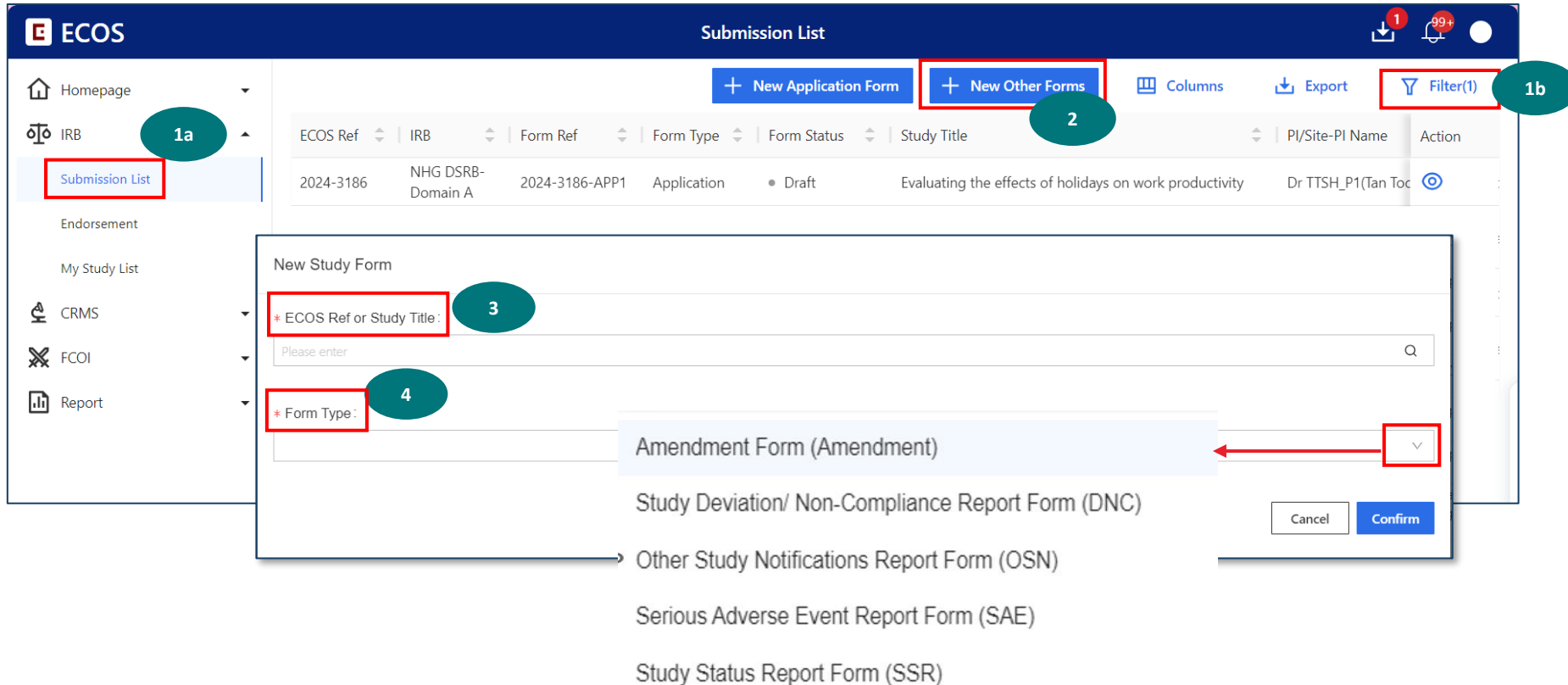
Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Action
TTSH_NewPI1	PI	National Healthcare Group	Tan Tock Seng Hospital	Geriatric Medicine	doctor	ttsh_newpi1@taimei.com	IRB	
TTSH_STM1	Study Team Member	National Healthcare Group	Tan Tock Seng Hospital	Medical Oncology	TEST	ttsh_stm1_new@taimei.com	CRMS	

- 5) (TTSH\_STM1) added to the User Authorisation List. You can view PI added in Section B2 (a) of the application form.
- 6) Refer to [Slide 26](#) to continue filling up the Application Form.

**IMPORTANT NOTE:** The timeout for ECOS is 60 minutes. Please **“Save”** the form to keep it active. Editing only does not keep the form active.

# Create New Other Forms for Approved Study

- 1(a) Click  IRB > “Submission List”
- 1(b) Filter - Search for the Approved Study via ECOS Ref.
- 2) Click “**New Other Forms**” - Amendment, Study Deviation / Non-Compliance Report Form (DNC), Other Study Notification Form (OSN), Serious Adverse Event Report Form (SAE) and Study Status Report Form (SSR).
- 3) Search for Study with “**ECOS Ref or Study Title**”, click on the study
- 4) Select “**Form Type**” to be created




The screenshot shows the ECOS Submission List interface. The left sidebar contains navigation links: Homepage, IRB (selected), Endorsement, My Study List, CRMS, FCOI, and Report. The main area displays a table of submissions. A modal window titled "New Study Form" is open, showing a search field for "ECOS Ref or Study Title" and a dropdown for "Form Type".

**Annotations:**

- 1a:** Points to the "Submission List" link in the IRB sidebar.
- 1b:** Points to the "Filter(1)" button in the top right of the submission list.
- 2:** Points to the "New Other Forms" button in the top right of the submission list.
- 3:** Points to the "ECOS Ref or Study Title" search field in the modal.
- 4:** Points to the "Form Type" dropdown in the modal.

**Submission List Table:**

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	PI/Site-PI Name	Action
2024-3186	NHG DSRB-Domain A	2024-3186-APP1	Application	Draft	Evaluating the effects of holidays on work productivity	Dr TTSH_P1(Tan Toc	

**New Study Form Modal:**

\* ECOS Ref or Study Title:

\* Form Type:

Amendment Form (Amendment)

Study Deviation/ Non-Compliance Report Form (DNC)

Other Study Notifications Report Form (OSN)

Serious Adverse Event Report Form (SAE)

Study Status Report Form (SSR)

Buttons: Cancel, Confirm

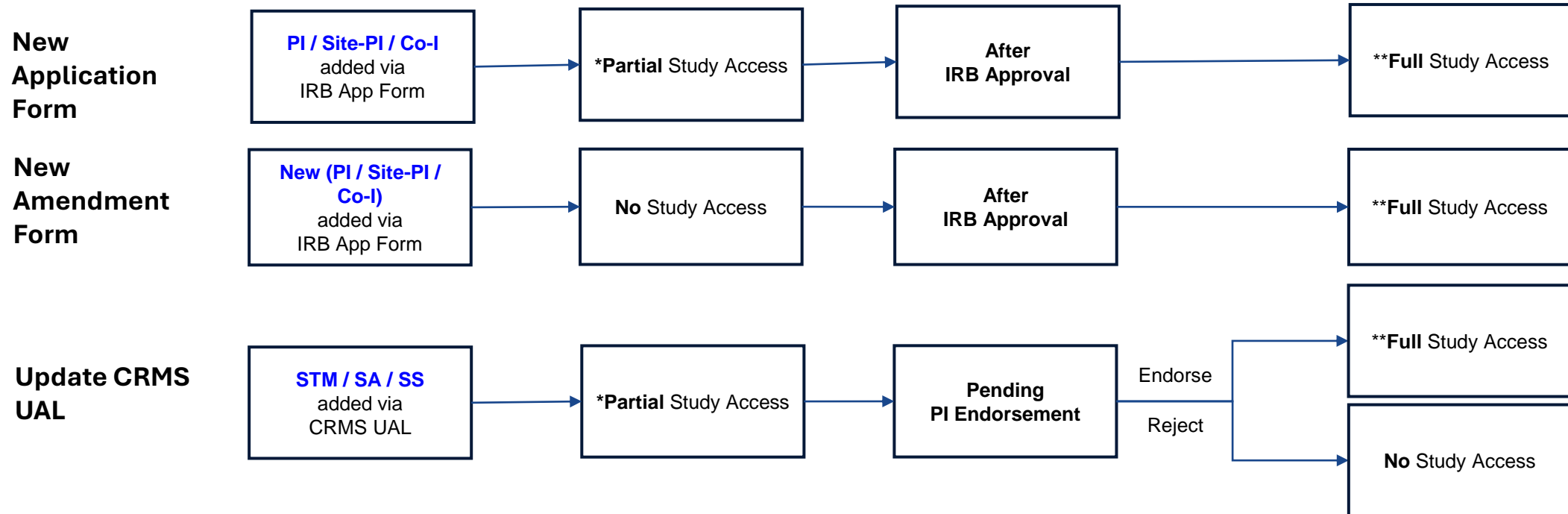


5

# Clinical Research Management System (CRMS)

- How to Add Study Team Members
- Managing My Studies

Who Gets Access?	Form	Approval
PI / Site-PI / Co-Investigator (Co-I)	IRB Application Form Section B2.(a)	IRB
Study Team Member (STM) / Study Administrator (SA) / Study Sponsor (SS)	Update CRMS UAL	PI / Site PI
Institutional Research Office Administrators	Write in to OHRPP mailbox to get access	CRMS Module Admin (OHRPP)



**\*Partial Study Access**

Study Information /  
User Authorisation List

**\*\*Full Study Access**

Study Information / User Authorisation List  
Site Information / Milestones / Participants / Participants – Study Configuration / Study Member Review





# How To Add My Team Members to My Studies on ECOS?

- 1(a) Go to IRB > “Submission List”
- 1(b) Click “Filter” and search for the Study via “ECOS Ref.”
- 1(c) In the “Application Form” > “Section B: Submission Board, Study Site, Study Investigator and Conflict of Interest”, is updated in the “Dashboard” page
- 2) Go to CRMS , click dropdown menu
- 3) Click to view “Study List” available
- 4) Click “Filter” for your study
- 5) Click eye icon to view your study

The screenshot displays the ECOS system interface with several steps highlighted by numbered callouts:

- 1a:** The 'IRB' menu item in the top navigation bar is highlighted.
- 1b:** The 'Filter' button in the 'Submission List' header is highlighted.
- 1c:** The 'Section B: Submission' tab in the 'Application Form' is highlighted.
- 2:** The 'CRMS' menu item in the left sidebar is highlighted.
- 3:** The 'Study List' option under the 'CRMS' menu is highlighted.
- 4:** The 'Filter' button in the 'Study List' header is highlighted.
- 5:** The 'eye icon' (visibility toggle) in the 'Study List' table is highlighted.

The 'Submission List' table shows the following data:

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	PI/Site-PI Name
2025-0175	NHG DSRB-Domain E	2025-0175-APP1	Application	Draft	Test	A/Prof TTSH_User_ID04 (Tan Tock Seng Hospital)

The 'Study List' table shows the following data:

ECOS Ref	IRB	PI/Site-PI	Department	Number of Sites	Study Title	Study Status	Initial Outcome Date	Vali Dat	Action
	NHG DSRB-Domain D	A/Prof TTSH_User_ID03 (Tan Tock Seng Hospital), A/Prof TTSH_User_ID04 (Khoo Teck Puat Hospital), Dr NUH_User_ID02 (National University Hospital)	Gastroenterology & Hepatology (Tan Tock Seng Hospital), Ophthalmology (Khoo Teck Puat Hospital), Infectious Diseases (National University Hospital)	3	UAT - test endorsement period3	Pending IRB Review			



# How To Add My Team Members to My Studies on ECOS?

- 1) Click **“CRMS”**, on the **“Submission Detail”** page
- 2) Click **“User Authorization List”**
- 3) Click **“Add”**
- 4) Enter **“Member name/ email”** to search for correct user. (User must have a valid ECOS Account)
- 5) Select the relevant role: Study Administrator/Study Member/ Study Sponsor.
- 6) Click **“Submit”**

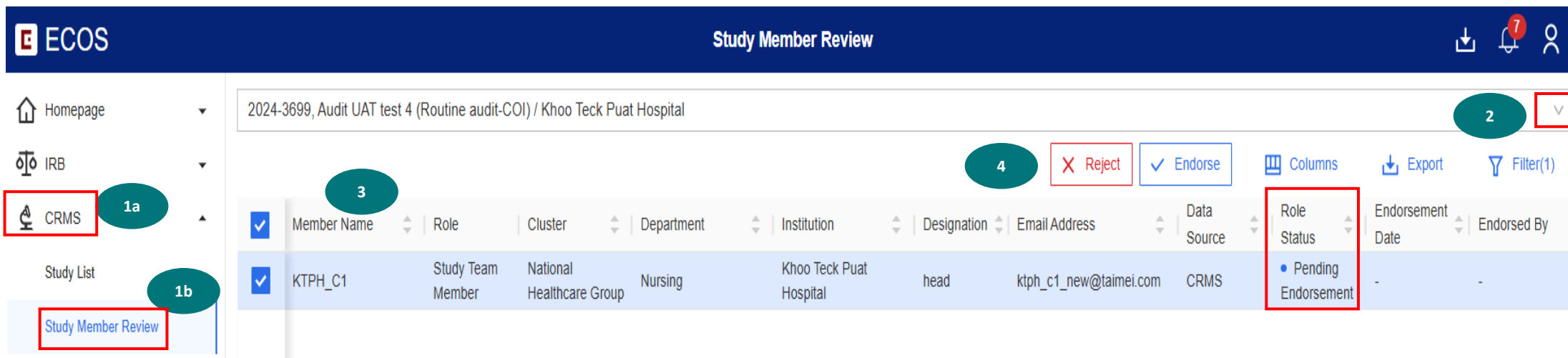
## IMPORTANT NOTE:

Each participant for the study should only have one role in ECOS.

The screenshots illustrate the process of adding team members to a study in ECOS. The first screenshot shows the 'Submission Detail' page for '2025-0175-APP1' with the 'CRMS' link highlighted. The second screenshot shows the 'User Authorisation List' page with the 'User Authorisation List' link highlighted. The third screenshot shows the 'Add' button highlighted. The fourth screenshot shows the search for Member Name/Email and the selection of Role. The fifth screenshot shows the 'Submit' button highlighted.

Team Members	ECOS Defined Role Definition
Study Team Member	Site personnel directly involved in the research conduct e.g. CRCs, Study Nurses, Pharmacists, etc.
Study Administrator	Site personnel NOT directly involved in the research but provides administrative support only e.g. Dept Manager providing research administrative support.
Study Sponsor	Sponsor / CRO personnel, e.g. CRAs.

# How To Endorse / Reject / Deactivate My Team Members to My Studies on ECOS?



1(a) Click  CRMS

1(b) Go to “**Study Member Review**”

2) Click  **dropdown arrow** to Select your study

3) Select “**Member Name**” requiring PI Endorsement. This appears as “**Role Status**” - “**Pending Endorsement**”

4) PI can either “**Reject**” or “**Endorse**” the addition of the team member that are added by non-PI (e.g., Co-I, Study Administrator). (The option to “**Endorse**” is only available for IRB approved studies - Give Study Team Member and Study Administer roles additional access to Site Information, User Authorisation List, Site Information, Milestones and Participants.).

PI to **Deactivate**, if access was not appropriately given.

**IMPORTANT NOTE:** PI Endorsement is a pre-requisite for assigning team members in ECOS.



# Managing IRB Submission for Sponsored Study

The following CRMS sections in “**Study Information > Basic Information**” will need to be completed to support the IRB application, if Section C1 (funding information) “Pharmaceutical / Industry Sponsored” was selected:

- 1) Sponsor Details
- 2) CRO Details and,
- 3) IRB Review Fees Billing Details

Study Information

Basic Information

Regulatory Information

Site Information

User Authorization List

Milestones

Participants

Sponsor Details

1

Save

Cancel

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By	Action
* BMS	* David	* 98973456	* David@bms.com		* 8 Medical Street	NUH_SP1	Edit Delete

Clinical Research Organisation (CRO) Details

2

Add

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By	Action
* Sanof	* Lee Lee	* 87674531	* leelee@sanof.com		* 10 Research Street	NUH_SP1	Save Cancel

IRB Review Fees Billing Details

3

Add

Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By	Last Edited Date	Action
	* 90984534	* Darrel@irb.com		* 1 Research Drive	NUH_SP1	28-Nov-2023	Edit Delete
	* SDFSDFSD	* FDFSDF		* FDFSDF	TTSH_P1	28-Nov-2023	Edit Delete



# Managing Your Study Activities

You can now track and enter recruitment number

**Recruitment Numbers** ✓ Recruitment Target Approved in IRB Study: 7-10

**Current Recruitment Summary**

Total No. of Screen Failures	Total No. of Participants Enrolled

Total No. of Participants Who Have Completed Study	Total No. of Participants Withdrawn from Study

No.	Month and Year	Total No. of Screen Failures	Total No. of Participants Enrolled	Total No. of Participants Who Have Completed Study	Total No. of Participants Withdrawn from Study

**Recruitment Target Approved in IRB Study**

For completed, terminated and withdrawn studies, provide reason(s) for not meeting recruitment target:

[Download List](#)

For step-by-step training on the navigation of Managing Your Research Activity, please refer to CRMS module guide in [ECOS User Guides](#)

- (1a) Study “Participant List” may be sorted by (1b) “Columns” and selected fields such as “Screening Number”, “Enrollment Status” and “Randomization Date”.
- 2) “Participant Details” can be entered into three sub-pages - Basic Information/ICF Details/Visit Plan.

**IMPORTANT NOTE:** Participant identifiers should not be entered into CRMS

**1a** Participant List

**1b** Columns

**2** Participant Details

Please do not enter participant identifiers in CRMS.

SGH\_SCR01

Enrolment Number:

Basic Information ICF Visit Plan

No.	Signed ICF Name	Date of Consent	Type of Consent	Translator Present
1	* Drug-X ICF	* 26-Jan-2024	* Initial	* No

Column

Selected 9

Search

☐ Select All

- ☒ Screening Number
- ☒ Enrollment Number
- ☒ Enrollment Status
- ☒ Group
- ☒ Screening Date
- ☒ Randomisation Date
- ☒ Remarks
- ☒ Last Edited Date
- ☒ Last Edited By

Clear Cancel Save

# Resources

- ECOS Modules User Guides
- Useful Contacts

# ECOS Modules User Guides

View the [User Guides](#) here.

1. General ECOS Functionality & Overview	<ul style="list-style-type: none"> <li>• Quick Start Guide: Ethics &amp; Compliance Online System (ECOS)</li> <li>• ECOS User Guide: Minimum Training Module</li> <li>• ECOS User Guide: Financial Conflict of Interest (FCOI) Module</li> </ul>
2. IRB Ethics Submissions	<ul style="list-style-type: none"> <li>• ECOS User Guide: Institutional Review Board (IRB) Module</li> <li>• IRB Guidebook: Application Form</li> <li>• Mastering IRB Submissions: Key Points to Note for Effective Response</li> </ul>
3. Managing Your Research Activity	<ul style="list-style-type: none"> <li>• ECOS User Guide: Clinical Research Management System (CRMS) Module</li> </ul>
4. Responding to the NHG Health Research Institution for Deviation/ Non-Compliance & Serious Adverse Events from HBR Studies	<ul style="list-style-type: none"> <li>• ECOS User Guide: Compliance Module - Deviation / Non-Compliance &amp; Serious Adverse Event (For PI)</li> </ul>
5. Standing Database (SDB) Submissions	<ul style="list-style-type: none"> <li>• ECOS User Guide: SDB Module For Custodians and Database Team Members</li> <li>• ECOS User Guide: SDB Module For Endorsers</li> <li>• SDB Form Guidebook: Application, Non-Compliance &amp; Status Report Form</li> </ul>
6. For ECOS Institution & Department Representatives	<ul style="list-style-type: none"> <li>• ECOS User Guide: For Department Representative (DR) / Institution Representative (IR)</li> </ul>
7. Research Quality Programmes	<ul style="list-style-type: none"> <li>• ECOS User Guide: Compliance Module - Principal Investigator Self-Assessment Form (PISAF)</li> <li>• ECOS User Guide: Compliance Module - Principal Investigator Self-Assessment Form – Study Closure Checklist (PISAF – SCC)</li> <li>• ECOS User Guide: ECOS Monitoring Module</li> <li>• ECOS User Guide: ECOS Audit Module</li> </ul>



# Useful Contacts

## Institutions' Minimum Training Secretariat

To contact your Institutions' Minimum Training Secretariat (MTS) or NHG Health Research Course Admin (for HBR ERC), please refer to the following:

Institution	Institutional MTS Contact Information
Geriatric Education & Research Institute (GERI)	Ms Qiu Shijia: <a href="mailto:qiu.shijia@geri.com.sg">qiu.shijia@geri.com.sg</a> ↗
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If you require any ECOS technical support, please contact your Institution's ITD Helpdesk, using the [\*\*ECOS Support Request Form\*\*](#) found on the ECOS Homepage.

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# Thank You

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Institute of Mental Health • National Skin Centre • National Centre for Infectious Diseases • NHG Cancer Institute • NHG Eye Institute • NHG Heart Institute  
Population Health • NHG Polyclinics • Diagnostics • Pharmacy • Community Care • NHG College • Centre for Healthcare Innovation