

Navigating Ethics & Compliance Online System (ECOS) User Guide

SDB Module For Endorsers

[ECOS User Guide – SDB Module For Endorsers, 02-October-2024]

Introduction – Standing Database (SDB) Module

- The **SDB Module** in ECOS allows the review and processing of Standing Database applications for NHG and NUHS.

In ECOS, researchers:

- May apply to set up SDB, including multi-site SDB & cross-cluster SDB (between NHG and NUHS only)
- Can respond to queries from reviewers & endorsers via ECOS
- Will need to report any SDB non-compliance via ECOS
- Can apply for renewal of SDB on ECOS

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A1. Roles and Functions

Research Office Check (ROC) *(Optional)*

- Individual who is assigned to check and ensure the applications completeness and compliance to the states and institutional policies and guideline.

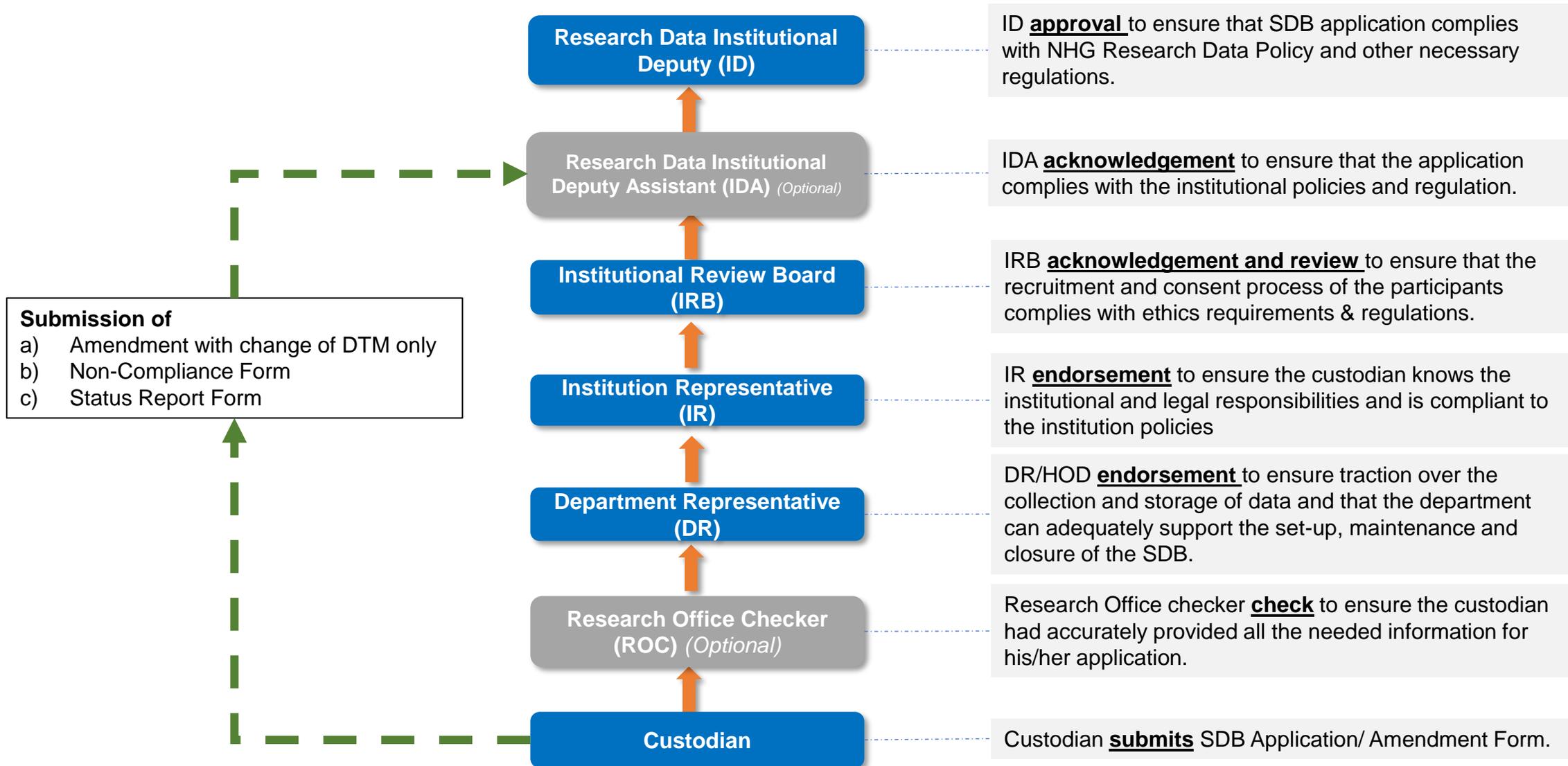
Department Representative (DR)

- Individual who is appointed to ensure traction over the collection and storage of data and that the department can adequately support the set-up, maintenance and closure of the SDB.
- This is the same as IRB module DR role

Institution Representative (IR)

- Individual who is appointed to ensure the custodian knows the institutional and legal responsibilities and is compliant to the institution policies.
- This is the same as IRB module IR role

A2. SDB Approval Process



B. Navigating ECOS – Where to find the SDB-Related Tasks?

On your “Dashboard”

Step 1: This page may be accessed by clicking on “Homepage” followed by the “Dashboard” in the left navigation bar.

The screenshot shows the ECOS Dashboard interface. The left navigation bar includes: Homepage, Dashboard (highlighted), My Tasks, My Notices, IRB, CRMS, FCOI, SDB, and Report. The main dashboard area is titled 'Dashboard' and contains three summary cards: IRB (0), FCOI (0), and SDB (2). The SDB card is highlighted with a blue border and contains a table with 2 rows: 'SDB Endorsers' with a count of 2. To the right of the SDB card is a list of 'Service Disruption Broadcast Messages' with dates: 03-Jun-2024, 31-May-2024, 27-May-2024, 23-May-2024, and 15-May-2024. A notification bell icon in the top right corner shows '99+'.

Category	Count
IRB	0
FCOI	0
SDB	2

Task	Count
Study	0
Endorsement	0
My FCOI List	0
SDB Endorsers	2

- 03-Jun-2024
- Service Disruption Broadcast Message
- 31-May-2024
- Service Disruption Broadcast Message
- 27-May-2024
- Service Disruption Broadcast Message
- 23-May-2024
- Service Disruption Broadcast Message
- 15-May-2024

Step 2: Outstanding tasks relating to SDB will be displayed here

B. Navigating ECOS – Where to find the SDB-Related Tasks?

On your “My Tasks”

Step 1: This page may be accessed by clicking on “Homepage” followed by “My Tasks” in the left navigation bar.

Step 2: The list of outstanding tasks relating to SDB will be displayed here

Step 3: Click here to view details of the form

SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Endorsing IRB	Form Status	Action
2024/0047	testing cross cluster application	Mr NHG_SDB_21 (Tan... Hospital), Mr NHG_SDB_71 (National University Hospital)	NHG DSRB-Domain E	Pending ROC/DR/IR Endorsement	
2024/0048	KTPH 04_1109	Mr NHG_SDB_46 (Health), Mr NHG_SDB_54 (Community Hospital)	NHG DSRB Review Board	Endorsement	

B. Navigating ECOS – Where to find the list of applications pending your endorsement?

On your “Endorsement” tab

Step 2: All SDBs that are routed to you for review and endorsement will be displayed here, with the status

The screenshot shows the ECOS Endorsement interface. The left navigation bar has 'Endorsement' selected. The main table displays SDBs with columns for SDB Ref, SDB Form Ref, SDB Title, SDB Custodian/SDB Site Custodian, Form Type, Endorsing, and Action. Two rows are visible, each with a callout icon in the Action column.

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing	Action
2024/0047	2024/0047	testing cross cluster application	Mr NHG_SDB_71 (University Hospital)	Application	NHG DSR	
2024/0048	2024/0048	KTPH 04_1109	Mr NHG_SDB_54 (Community Hospital)	Application	NHG DSR Review Bc	

Step 1: This page may be accessed by clicking on “Homepage” followed by “Endorsement” in the left navigation bar.

Step 3: Click here to view details of the form

Legend

- This icon is shown when no action has been taken yet
- This icon is shown when you have queried the PI / Study Team
- This icon is shown when the PI has replied to your query

B1. Navigating ECOS – How to Verify the Completeness & Compliance of an Application

To verify the SDB (ROC Only)

The screenshot shows the 'Endorsement Detail' page in the ECOS system. At the top, there is a navigation bar with a home icon, a menu icon, and a 'Back to My Tasks' link. The page title is 'Endorsement Detail'. On the right side of the header, there are icons for download, notifications (99+), and user profile. Below the header, there is a status bar showing 'Pending ROC/DR/IR Endorsement' with a refresh icon. To the right of this are three buttons: 'Query List', 'Send Query', and 'Confirm'. The 'Confirm' button is highlighted with a red box and has an orange arrow pointing to it. A callout box with an orange border contains the text: 'Click on “✓ Confirm” to confirm that you have verified the completeness and compliance of the SDB.' Below the status bar, there are fields for 'Form Type: Application', 'Form Outcome: -', 'SDB Custodian/SDB Site Custodian:', and 'SDB Title: NCID 12Sep24'. A 'Quick Link: SDB Summary' is also present. At the bottom of the page, there is a section titled 'Application Form' with 'Track Changes' and 'Export' buttons. A sidebar on the right shows an 'Instruction' section with the text 'Database Site & Custodi...'. The 'Form Detail' tab is selected.

Refer to Section B2 on how to query the Database Team

B1. Navigating ECOS – How to Endorse or Reject an Application

To endorse an SDB (DR & IR Only)

Click on "X Reject" if you do not support the application

Click on "✓ Endorse" to endorse the application after reviewing it

The screenshot displays the 'Endorsement Detail' page in the ECOS system. At the top, there is a navigation bar with a home icon, a menu icon, and a 'Back to Endorsement' link. The page title is 'Endorsement Detail'. On the right side of the header, there are icons for download, notifications (99+), and user profile. Below the header, there is a status bar showing 'Pending ROC/DR/IR Endorsement' with a refresh icon. To the right of this bar are three buttons: 'Query List', 'X Reject' (highlighted with a red box and an arrow pointing to it from the top callout), and 'Send Query'. Further right is a blue '✓ Endorse' button (highlighted with a red box and an arrow pointing to it from the bottom callout). The main content area shows application details: 'Form Type: Application', 'Form Outcome: -', 'SDB Custodian/SDB Site Custodian: [redacted]', and 'SDB Title: KTPH 04_1109'. There is a 'Quick Link: SDB Summary' and a small image icon. Below this, there are tabs for 'Form Detail' and 'Endorsement'. At the bottom, there is an 'Application Form' section with 'Track Changes' and 'Export' buttons. A 'Database Site & Custodian Details' section is partially visible, along with a question: '*2: Does this Standing Database/Tissue Bank involve more than one institution?'. A 'Query' dropdown menu is also present.

B2. Navigating ECOS – How to Query the Database Team (1/5)

On the Application Form page

You may issue queries for individual questions

Application Form

Database Site & Custodian Details

*2: Does this Standing Database/Tissue Bank involve more than one institution?

Yes
 No

2a: Database site(s)

Step 1: Click on the “**Query**” button next to the question that you would like to query on. A drop-down button will be shown.

Step 2: Click on “**+ New Query**” to issue a new query.

B2. Navigating ECOS – How to Query the Database Team (2/5)

To Query the Database Team

The screenshot shows the ECOS interface for submitting a query. On the left, there is a sidebar with 'Pending ROC/DR/IR Endorsement' and 'Application Form'. The main area is titled 'Query List' and shows a 'Pending Query' section with '0/0 Pending' queries. A query is listed with the question: '*2: Does this Standing Database/Tissue Bank involve more than one institution?'. Below the question is a text box for the query description and an 'Attachment' section with an 'Upload' button. A callout box points to the question header, another points to the text box, and a third points to the 'Upload' button. A fourth callout box points to a bin icon next to the query, indicating that it can be deleted.

Step 3: You will see the question of the application form reflected on the header of the query.

Step 4: Enter your query in the text box.

Step 5: You may upload an attachment by clicking on the **Upload** button.

You may delete the query by clicking on the bin icon.

Note
A: Click on the application form main page in the background, and the sliding window will disappear.
B: Query will be auto-saved by the system if connected to the Internet.

B2. Navigating ECOS – How to Query the Database Team (3/5)

To Query the Database Team (General query)

You may also issue queries by sections of the form

The screenshot shows the ECOS interface for issuing a query. The left sidebar contains navigation options: 'Form Detail' and 'Endorsement'. The main area is titled 'Query List' and shows a 'Pending Query' section with a progress bar at '0/0 Pending'. A '+ General/Section Query' button is visible in the top right. Below this, a dropdown menu is set to 'General', and a text input field for the query description is present. An 'Attachment' section with an 'Upload' button is also visible. Four callout boxes provide instructions: Step 1 points to the '+ General/Section Query' button; Step 2 points to the 'General' dropdown; Step 3 points to the query description input field; and Step 4 points to the 'Upload' button. A separate callout box points to a bin icon in the top right of the query list area, stating 'You may delete the query by clicking on the bin icon.'

Step 1: Click on “+General/Section” Query for general query

Step 2: You will see the header of the query reflected as **General**

Step 3: Enter your query in the space provided

Step 4: You may upload an attachment by clicking on the **Upload** button.

You may delete the query by clicking on the bin icon.

B2. Navigating ECOS – How to Query the Database Team (4/5)

Reviewing Your Drafted Queries

Step 5: Click on “Query List” to review your drafted queries before sending. A red dot indicates new information.

The screenshot shows the 'Endorsement Detail' page in the ECOS system. At the top, there is a navigation bar with a home icon, a menu icon, and a 'Back to My Tasks' link. The page title is 'Endorsement Detail'. On the right side of the navigation bar, there are icons for download, notifications (99+), and user profile. Below the navigation bar, there is a status bar with a 'Pending ROC/DR/IR Endorsement' label and a clock icon. To the right of this status bar are four buttons: 'Query List' (with a red dot), 'Reject', 'Send Query', and 'Endorse'. An orange arrow points to the 'Query List' button. Below the buttons, there are tabs for 'Form Detail' and 'Endorsement'. The main content area is titled 'Application Form' and contains a section for 'Database Site & Custodian Details'. A question is visible: '*2: Does this Standing Database/Tissue Bank involve more than one institution?' with a 'Query' dropdown menu. On the right side, there is a sidebar with 'Track Changes' and 'Export' buttons, and a scrollable 'Instruction' section.

Step 6: Click on “Send Query” button to send the query.

B2. Navigating ECOS – How to Query the Database Team (5/5)

Reviewing Your Drafted Queries

Step 7: A confirmation pop-up box will appear with the list of queries you had drafted

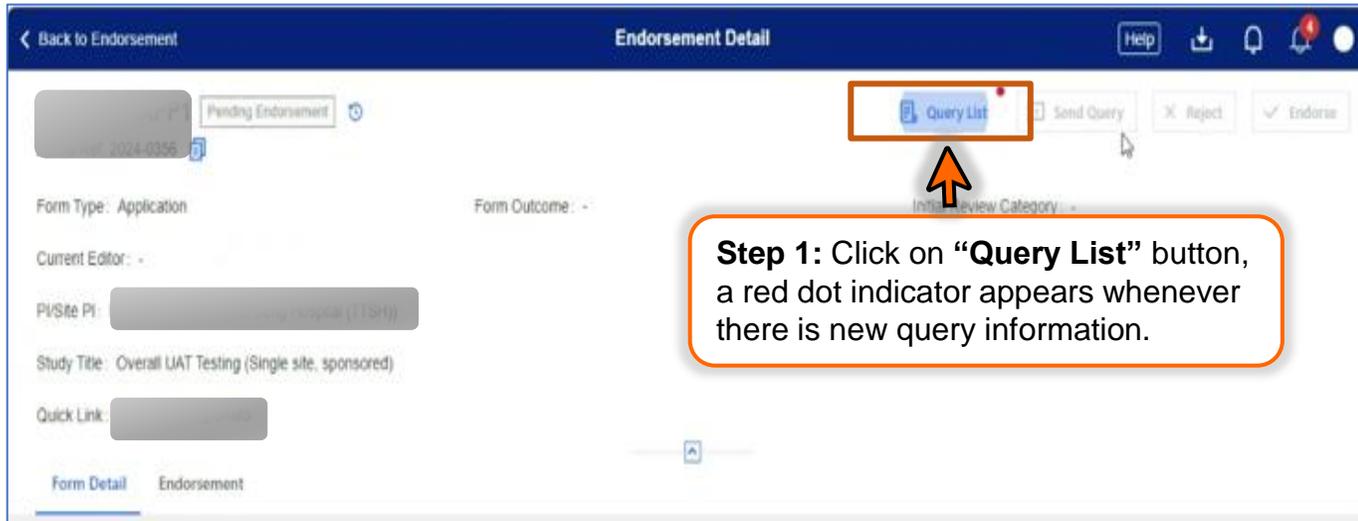
Step 8: Click on

- “**Confirm**” to send the query; or
- “**Cancel**” to return to the previous page, if you do not wish to send out the queries

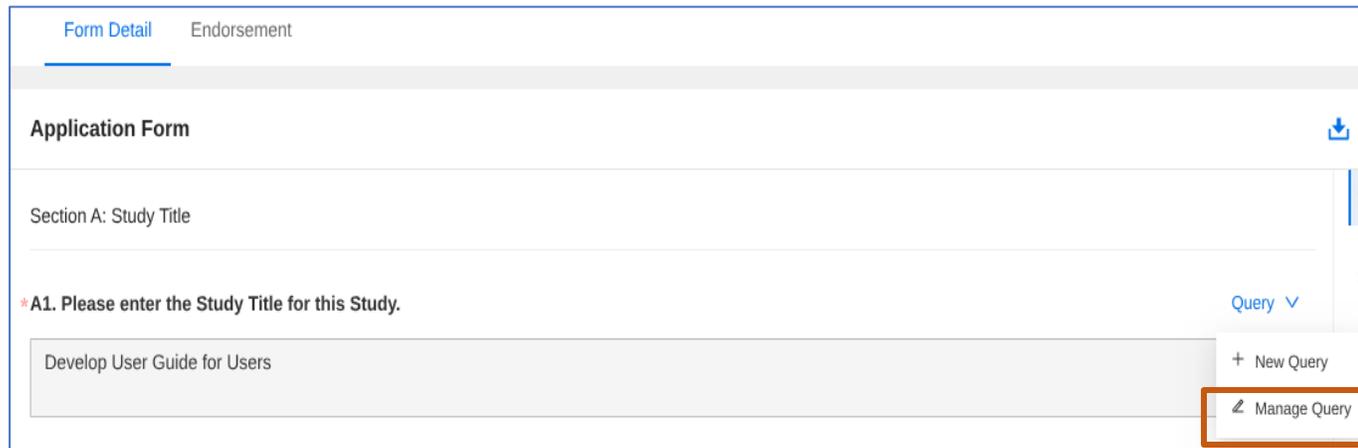
After you have sent your query, return to the Endorsement Detail Page and this icon  will be seen next to the SDB application, indicating that you have queried the Custodian.

B3. Navigating ECOS - Close a Query (Individual) (1/4)

To Close a Query (Individual)



- After the Custodian/ Database Team Member have replied to a query, the task will be made available on your Dashboard, and you will see this icon  beside the application
- Locate the task and return to **Endorsement Detail** page.
- A query window will appear in the foreground



B3. Navigating ECOS - Close a Query (Individual) (2/4)

To Close a Query (Individual)

Step 3: Queries pending action are reflected under the **"Pending Query"** tab.

The screenshot shows the 'Query List' interface for 'Tan Tock Seng...'. The 'Pending Query' tab is selected. A progress bar indicates '0/3 Pending Handling'. Below the progress bar, there are three query entries. Each entry has a checkbox, a description, and two buttons: '+ Further Query' and 'X Close Query'. The first query is 'A1. Please enter the Study Title for this Study.' with a response 'Please revise the study title' from 'Mr TTSH_ROC01' on '23-Apr-2024 10:26:40'. The second query is 'B1. (b) Please select the board.' with a response 'Revise to Domain B' from 'Mr TTSH_ROC01' on '23-Apr-2024 10:26:40' and a follow-up response 'Revised to Domain B' from 'Dr TTSH_P1' on '23-Apr-2024 10:32:55'. The third query is 'D1. (a) Please select the exemption application categories.' with a response 'Revise to Category S2' from 'Mr TTSH_ROC01' on '23-Apr-2024 10:26:40'.

Step 4: The overall status reflects the action taken/ number of queries pending your action (e.g., **0/3 Pending Handling**).

Step 6: If the responses are satisfactory, click on the **"X Close Query"** button.

Step 5: You will see the PI/ Study Team's response under each query section, next to the icon.

B3. Navigating ECOS - Close a Query (Individual) (3/4)

To Close a Query (Individual)

Query List Tan Tock Seng... Saved at 23-Apr-2024 10:43:14 + General/Section Query

Pending Query All Query

1/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. **Closed** Undo

Please revise the study title
Query Round1 Mr TTSH

Revised Study Title
Query Round1 Dr TTSH

Step 7: The status of the queries have also been updated (e.g., **1/3 Pending Handling**).

Step 8: The query status have been updated. You will see a green label **[Closed]** next to the query.

Step 9: Click on **“Undo”** to reverse the action.

Click on the Endorsement Detail Page to close the query sliding window

Pending Query All Query

0/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. + Further Query X Close Query

Please revise the study title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

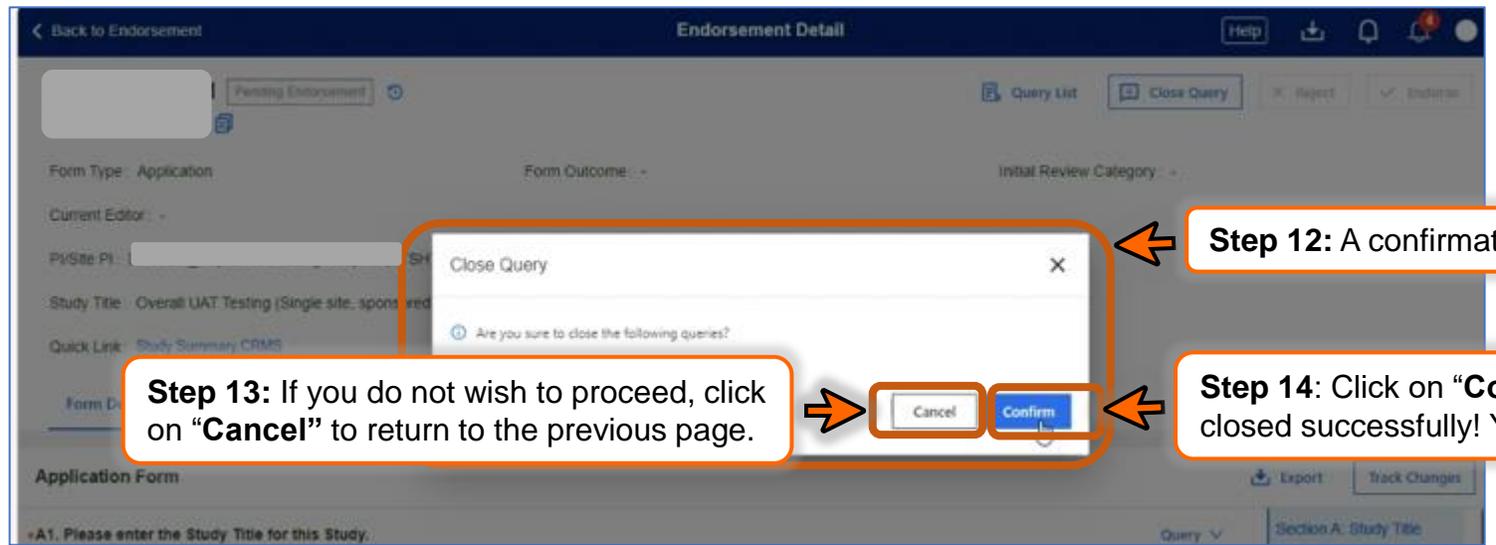
Step 10: You may amend the query action again.

B3. Navigating ECOS - Close a Query (Individual) (4/4)

To Close a Query (Individual)



Step 11: The **Close Query** button will only be enabled after all queries have been closed. Click on “**Close Query**” to proceed.



Step 12: A confirmation pop-up box will appear.

Step 13: If you do not wish to proceed, click on “**Cancel**” to return to the previous page.

Step 14: Click on “**Confirm**” to proceed. The query has been closed successfully! You will return to Endorsement Detail Page.

B4. Navigating ECOS - Close a Query (Batch) (1/3)

To Close a Query (Batch)

Query List Tan Tock Seng... Saved at 23-Apr-2024 10:57:09 + General/Section Query

Pending Query All Query

0/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. + Further Query X Close Query ^

Please revise the study title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

B1. (b) Please select the board. + Further Query X Close Query ^

Revise to Domain B
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised to Domain B
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

D1. (a) Please select the exemption application categories. + Further Query X Close Query ^

Revise to Category S2
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Step 1: Click on **Query List** button. A red dot indicator appears whenever query action is needed.

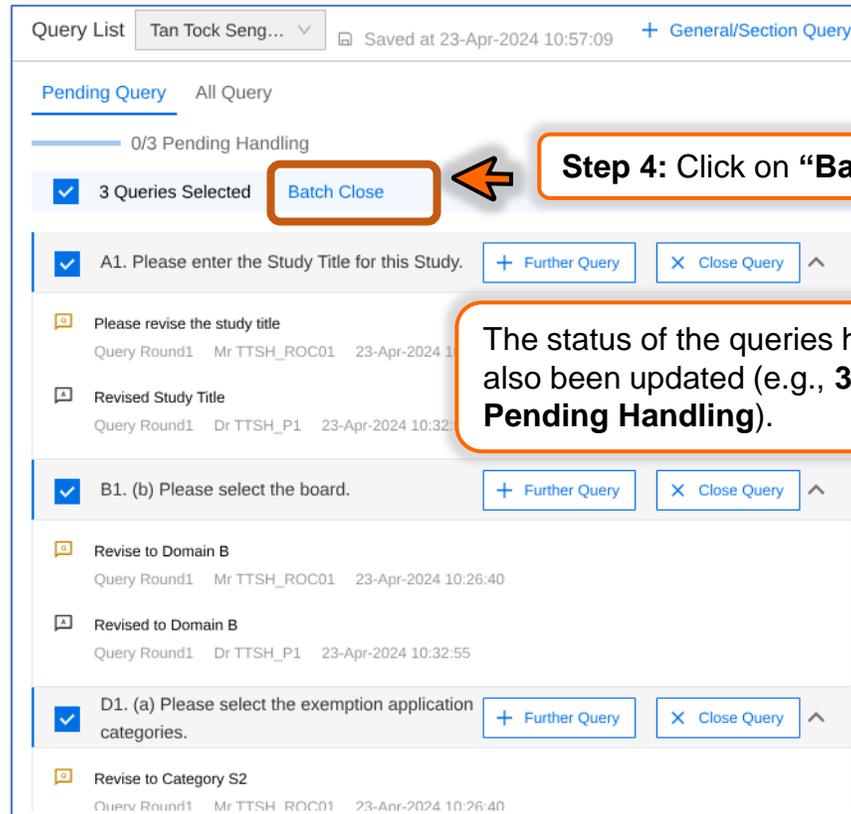
Step 2: Check the box next to overall query count to select **ALL** queries.

Step 3: If you wish to close only selected queries, check each box next to the header of the query.

Query window will appear in the foreground.

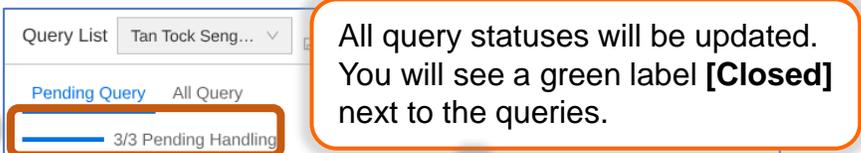
B4. Navigating ECOS - Close a Query (Batch) (2/3)

To Close a Query (Batch)



Step 4: Click on "Batch Close" button.

The status of the queries have also been updated (e.g., 3/3 Pending Handling).



All query statuses will be updated. You will see a green label [Closed] next to the queries.

Click on Undo to reverse the action.

B4. Navigating ECOS - Close a Query (Batch) (3/3)

To Close a Query (Batch)

Step 5: A confirmation pop-up box will appear

Step 6: If you wish to proceed, click on **Confirm**. The queries have been closed successfully! You will return to Endorsement Detail Page.

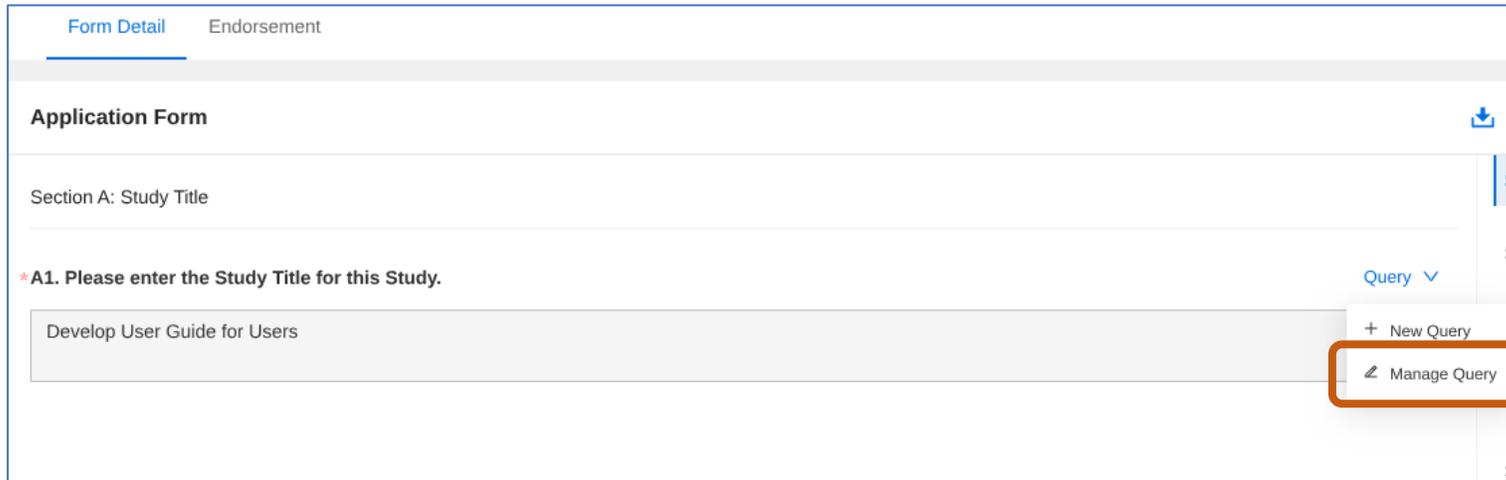
If you **do not wish to proceed**, click on **Cancel** to return to the previous page.

B5. Navigating ECOS - Re-Query (1/3)

To Close Re-Query



- You can also re-query to seek further clarification after the query has been responded to.
- Locate the task and return to **Endorsement Detail** page.



- You can also locate the **Query** button under each individual section of the IRB application form and click on **Manage Query** to view existing queries.

B5. Navigating ECOS – Re-Query (2/3)

To Close a Re-Query

Query window will appear in the foreground.

Step 2: Click on + Further Query

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study + Further Query X Close Query ^

Please revise the study title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

Query List Tan Tock Seng... Saved at 23-Apr-2024 11:05:38 + General/Section Query

Pending Query All Query
2/3 Pending Handling
0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. Undo ^

* Query Description
Please enter

Attachment
Upload

Please revise the study title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

You will be able to enter a new query. Follow Section 3(a) to send out the query.

You will see the past queries here

B5. Navigating ECOS - Re-Query (3/3)

To Close a Re-Query

Go to the **Endorsement Detail** Page and click on **Query List**. The query window will appear on the foreground.

The screenshot shows the 'Query List' interface for 'Tan Tock Seng...'. At the top, there is a 'Pending Query' section with an 'All Query' button highlighted by an orange box and an arrow pointing to it. Below this is a filter section with four dropdown menus: 'Query Status', 'Query Item', 'Queried/Replied By', and 'Query Round', each with 'Please select' as the current value. An orange box highlights these filters, with an arrow pointing to it from a callout box. The main area displays a list of queries, including 'A1. Please enter the Study Title for this Study.' and 'B1. (b) Please select the board.', each with associated revision details and dates.

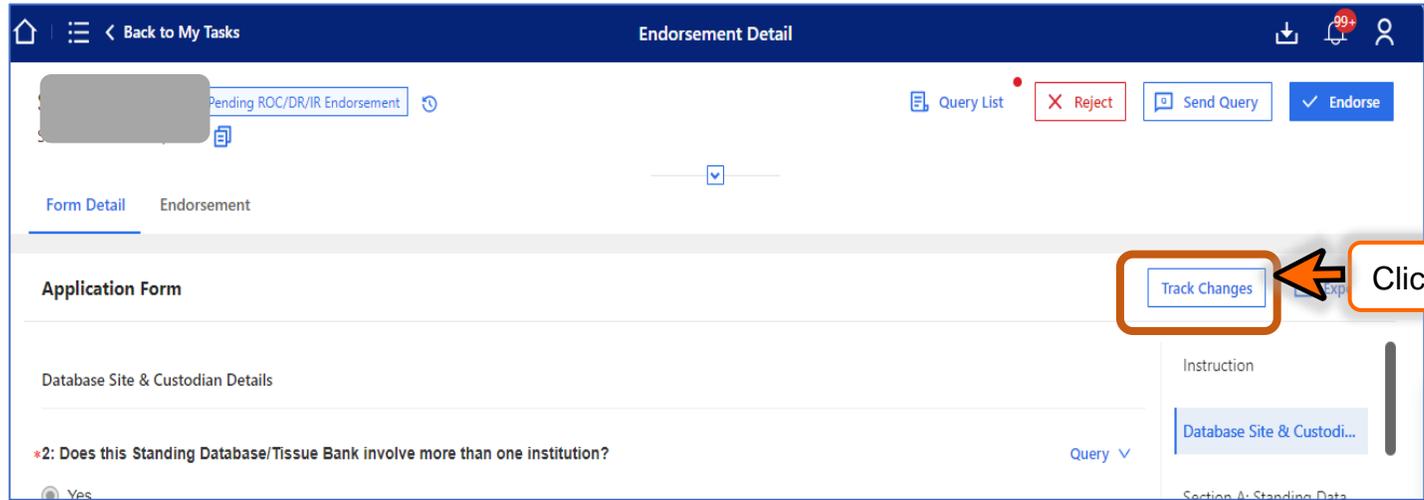
Click on **All Query** button. You will see the list of queries that have been reviewed and **closed**.

You can filter the queries based on these selection fields.

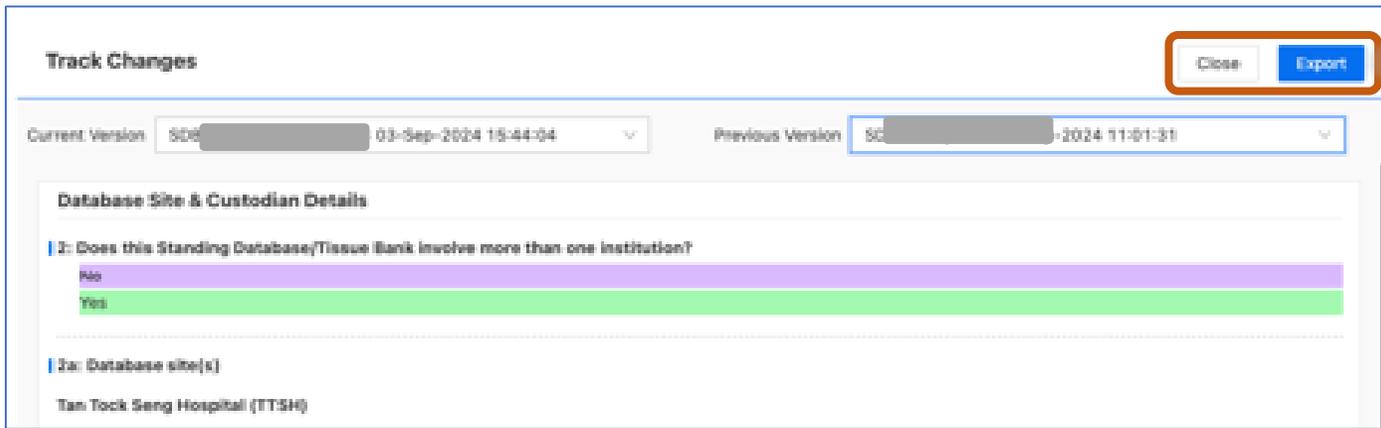
B6. Navigating ECOS - Track Changes

View Track Changes

You can also view the changes (if any) made on the form since your last review.



Click on Track Changes



A pop-up box detailing the changes will appear.

- **Purple** reflects the previous information.
- **Green** reflects the latest change.
- Click on **Export** to export the list of changes into a separate file.
- Click on **Close** to return to Endorsement Detail page.

B7. Features of the SDB Application Form – Form History

View Form History

Click the icon to view the form history.

You would be able to view the history including the endorsement and/ or withdrawal details and comments.

Form History

ROC/DR/IR Endorsement

Tan Tock Seng Hospital (TTSH) **Main**

- Tan Tock Seng Hospital (TTSH) Research Office Checker sent query.
A/Prof shania1+ | [View Query](#) 05-Sep-2024 17:11:13
- Application was declared and submitted.
A/Prof shania3 05-Sep-2024 17:05:39
- Application was finalised.
A/Prof TTSH_STM1 05-Sep-2024 17:04:28
- Application was edited.
A/Prof TTSH_STM1 05-Sep-2024 17:04:24
- Application was edited.
A/Prof shania3 05-Sep-2024 16:18:10
- Application was edited.
A/Prof shania3 05-Sep-2024 16:17:49
- Application was edited.
A/Prof shania3 05-Sep-2024 16:16:26

Form Type: Application

SDB Custodian/SDB Site Custodian: [Redacted]

Current Editor: -

SDB Title: SDB_TRAINING_DEMO_04_Sep_01

Quick Link: [SDB Summary](#)

Form Detail **Endorsement**

Endorsement Status

Institution	Department
Tan Tock Seng Hospital (TTSH) Main Site	Gastroenterology & Hepa

Reload For Dev

Action

ania1+

B7. Features of the SDB Application Form – SDB Summary

View SDB Summary

The screenshot shows the 'SDB Summary' page with the following callouts:

- Valid Till Date:** 01-Jan-2025 (Expiry date of the SDB)
- All Forms Attachments:** Display the list of attachments uploaded in all forms
- Form Type Tabs:** ALL(9), Application(1), Amendment(1), SRF(1), NCR(6) (Change tab to view specific form type created.)
- Table:**

SDB Form Ref	Form Type	Endorsing IRB	Form Status	Form Outcome	Letter
[Redacted]	NCR	NHG DSRB-NHG SDB Review Board	Pending Custodian Reply	-	-
[Redacted]	SRF	NHG DSRB-NHG SDB Review Board	Pending IDA/ID Approval	-	-
[Redacted]	NCR	NHG DSRB-NHG SDB Review Board	Review Completed	To be Terminated	NHG SDB Termination Letter

The left sidebar contains the following callouts:

- Form Type:** Application
- SDB Custodian/SDB Site Custodian:** [Redacted]
- Current Editor:** -
- SDB Title:** Standing Database NCID D
- Quick Link:** [SDB Summary](#) (Click here to view the summary page)

View and download decision letter