

# Navigating Ethics & Compliance Online System (ECOS) User Guide

## SDB Module For Custodians and Database Team Members

*[ECOS User Guide – SDB Module For Custodian and Database Team Member Ver 1, 20-Sep-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

## Custodian

- Principal Investigator (PI) equivalent.
- Individual who has the primary responsibility for the Database establishment, conduct and maintenance, cooperative agreement, training and in compliance with the relevant laws and regulations of the institution and the state.

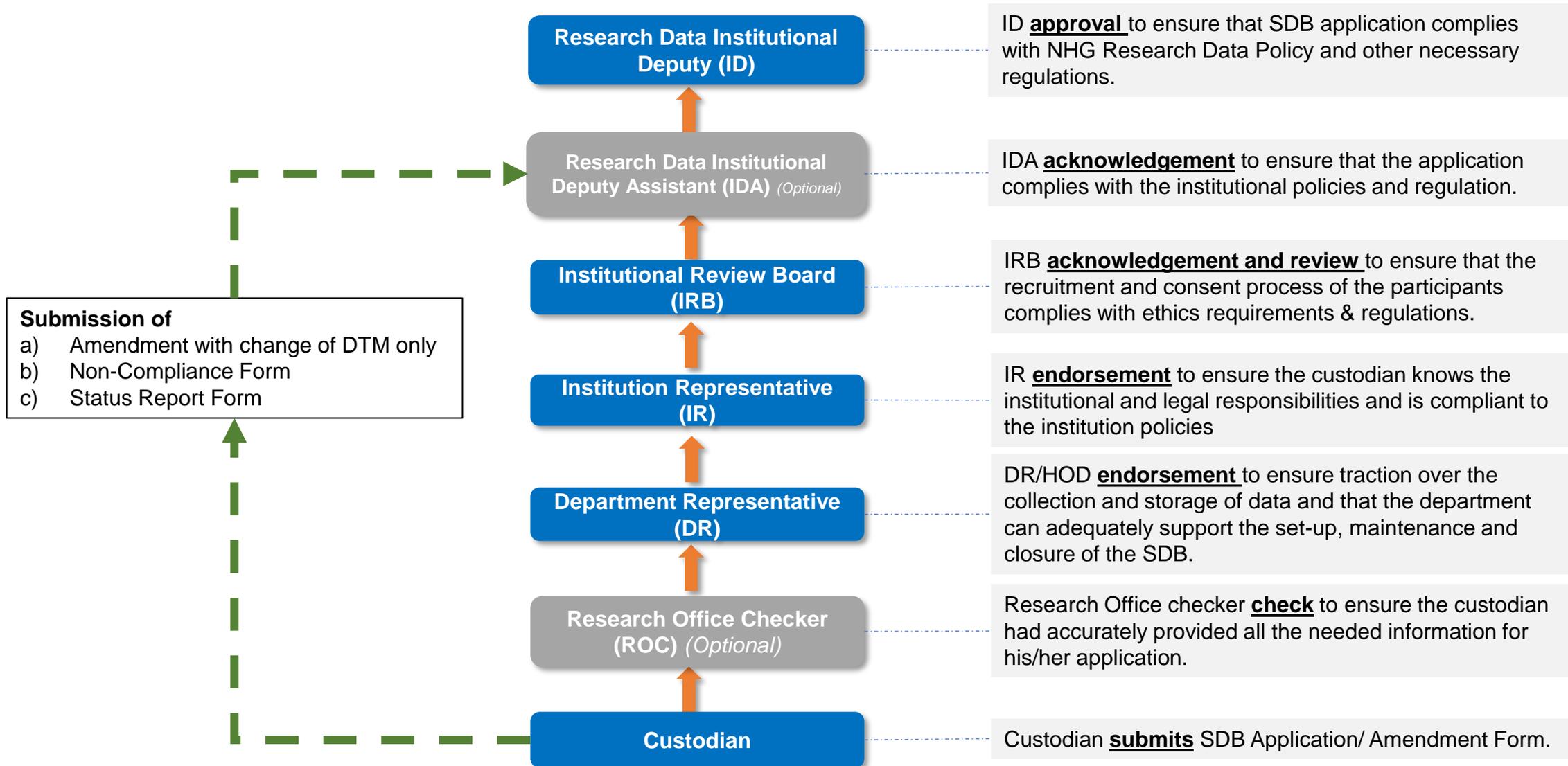
## Site Custodian

- Site Principal Investigator (PI) equivalent.
- Individual who is responsibility for the site Database establishment, conduct and maintenance, cooperative agreement, training and in compliance with the relevant laws and regulations of the institution and the state.

## Database Team Member (DTM)

- Study Team Member equivalent.
- Individual who is assigned by the Custodian to assist him/her in the preparation of the Standing Databases application submission and establishment.

## 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 top navigation bar includes the ECOS logo, the word "Dashboard", and icons for download, notifications (with a red badge showing 25), and user profile. The left navigation bar lists: Homepage, Dashboard (highlighted), My Tasks, My Notices, IRB, CRMS, FCOI, and SDB. The main content area features three summary cards: IRB (0 Study), FCOI (0 My FCOI List), and SDB (2 SDB / Site Custodian). The SDB card is highlighted with a blue border and an arrow. To the right, a list of tasks is displayed, including four "Service Disruption Broadcast Message" entries with dates: 03-Jun-2024, 31-May-2024, 27-May-2024, and 23-May-2024, and one "Service Disruption Broadcast Message" from 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:** 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
1992024-0047	testing cross cluster application	Mr NHG_SDB_71 (Tan... University Hospital)	NHG DSRB-Domain E	Pending ROC/DR/IR Endorsement	
1992024-0103	Testing 1992024		NHG D... Review		

# B. Navigating ECOS – Where to find your list of submitted SDBs?

On your “Submission” tab

Step 2: All your submitted SDBs will be displayed here, with the status

The screenshot shows the eSitePro interface with the 'Submission' tab selected in the left navigation bar. The main content area displays a table of submitted SDBs. The table has columns for SDB Ref, SDB Form Ref, SDB Title, SDB Custodian/SDB Site Custodian, Form Type, Endorsing IRB, and Action. There are four rows of data, each with a magnifying glass icon in the Action column. Callouts provide instructions: Step 1 points to the 'Submission' tab in the navigation bar; Step 2 points to the table of SDBs; Step 3 points to the magnifying glass icon in the Action column.

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing IRB	Action
24/0095	24/0095	Testing for ID rejection A	24 (Yishun Hospital)	Application	NHG DSRB-NH Review Board	🔍
24/0094	24/0094	Testing for rejection 2	24 (Yishun Hospital)	Application	NHG DSRB-NH Review Board	🔍
24/0093	24/0093	Testing for the rejection of sub-site.	24 (Yishun Hospital)	Application	NHG DSRB-NH Review Board	🔍
24/0078	24/0078	To study the population with Monday Blues & the difference when it's TGIF	24 (Yishun Hospital)	SRF	NHG DSRB-NH Review Board	🔍

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

Step 3: Click here to view details of the form

# B1. Submitting a New SDB Application (1/9)

On your "Submission" tab

Step 2: Click on "+ New Application Form" to create a new application

The screenshot shows the eSitePro interface. The left navigation bar has the 'Submission' tab selected. The main content area displays a table of SDB applications. At the top of the table, there are two buttons: '+ New SDB Application Form' (highlighted with a red box) and '+ New SDB Other Forms'. The table has columns for SDB Ref, SDB Form Ref, SDB Title, SDB Custodian/SDB Site Custodian, Form Type, Endorsing IRB, and Action. There are four rows of data, each with a blue eye icon in the Action column.

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing IRB	Action
[Redacted]	[Redacted]	Testing for ID rejection A	[Redacted]	Application	NHG DSRB-NH Review Board	👁
[Redacted]	[Redacted]	Testing for rejection 2	[Redacted]	Application	NHG DSRB-NH Review Board	👁
[Redacted]	[Redacted]	Testing for the rejection of sub-site.	[Redacted]	Application	NHG DSRB-NH Review Board	👁
[Redacted]	[Redacted]	To study the population with Monday Blues & the difference when it's TGIF	[Redacted]	SRF	NHG DSRB-NH Review Board	👁

Step 1: This page may be accessed by clicking on "Homepage" followed by "Submission" in the left navigation bar.

# B1. Submitting a New SDB Application (2/9)

The screenshot shows the eSitePro Submission page. A modal dialog box titled "IMPORTANT NOTE!" is displayed in the center. The modal contains the following instructions:

1. Please save before navigating to the next section or when exiting the form.
2. Please ensure you are listed as a database team member in Question 2 of this form to have access to this Standing Database / Tissue Bank (for NUHS).
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. Version number and date should be reflected within documents used for the purpose of this Standing Database/ Tissue Bank (for NUHS only). 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.

At the bottom of the modal is a blue "Close" button. An orange callout box on the right side of the modal contains the text: "After clicking '+ New Application Form', an 'IMPORTANT NOTE' will appear. Read and click 'Close'." An orange arrow points from the callout box to the modal.

Note: User who click on "New SDB Application Form" will automatically be the Custodian of the application

# B1. Submitting a New SDB Application (3/9)

## Adding a Database Team Member

Submission Detail

SDB Ref: -

Form Detail

Application Form

Database Site & Custodian Details

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

Yes

No

2a: Database site(s)

Database Site	Location	Endorsement Needed	Site Role	Action
* Tan Tock Seng Hospital (TTSH)	* testlocation2	Yes	* Main Site	Edit

2b: Custodian and Database Team Member(s)

Database Site	Name	Database Role	Designation	Department	Action
Tan Tock Seng Hospital (TTSH)	A/Prof shania3	Custodian	test	Gastroenterolo Hepatology	

+ Add

Instruction

Database Site & Custodian

Section A: Standing ...

Section B: Design Of St...

Section C: How Data W...

Section D: ...

Section E: Security Of ...

Section F: Transfer Of ...

Section G: Retention A...

Section H: Monitorina ...

EXTERNAL COLLABRATION

Step 1: Go to the "Database Site & Custodian" section.

Step 2: Click on "+ Add".

# B1. Submitting a New SDB Application (4/9)

## Adding a Database Team Member

**Step 8:** On the application form page itself, click **“Save”** to grant the DTM access to the draft application.

The screenshot shows the 'Submission Detail' page with an 'Add' modal open. The modal contains the following fields and actions:

- Step 3:** Select **“Study Site”**. The dropdown menu is set to 'Tan Tock Seng Hospital (TTSH)'.
- Step 4:** Enter the **person's name** and click **“Search”**. The text input field contains 'TTSH\_STM1'.
- Step 5:** Select the **person** (ensure that *Institution and Department are accurate*). A table lists search results:

Member Name	Cluster	Institution	Department
A/Prof TTSH_STM1	National Healthcare Group	Tan Tock Seng Hospital (TTSH)	Medical Oncology

**Step 6:** Select the **“Study Role”**. The dropdown menu is set to 'Database Team Member'.

**Step 7:** Click **“Save”**. The 'Save' button is highlighted in blue.

**Step 8:** On the application form page itself, click **“Save”** to grant the DTM access to the draft application. An arrow points from this text to the 'Save' button on the main form.

The background form shows the following sections:

- Application Form**
- Database Site & Custodian Details**
- \*2: Does this Standing Database/Tissue Bank involve more than one institution?** (Radio buttons for Yes and No, with No selected)
- 2a: Database site(s)**

Database Site	Location	Endorsement Needed	Site Role
* Tan Tock Seng Hospital (TTSH)	* testlocation2	Yes	* Main Site

- 2b: Custodian and Database Team Member(s)**

Database Site	Name	Database Role	Designation
Tan Tock Seng Hospital (TTSH)	A/Prof shania3	Custodian	test

# B1. Submitting a New SDB Application (5/9)

Select your Reviewing IRB

- e) Enter you're the title of your SDB.
- f) Under Section A2a, select "NHG DSRB".
- g) Under Section A2b, select "NHG SDB Review Board".

The screenshot shows a web application interface for submitting a new SDB application. The page title is "Submission Detail". The form is titled "Application Form" and includes a "Form Detail" tab. The form is divided into sections: Section A: Standing Database/Tissue Bank Title, Section A2: Reviewing IRB, and a Note section. Section A2 is highlighted with a red border and contains two dropdown menus: A2a: The reviewing IRB would be: (selected: NHG DSRB) and A2b: Please select the board. (selected: NHG SDB Review Board). The Note section provides instructions for NHG and NUHS users. On the right side, there is a sidebar with a list of sections: Section A: Standing Data..., Section B: Design Of Sta..., Section C: How Data Will..., Section D: Transfer Of Pa..., and Section E: Monitoring O... Three orange callout boxes with arrows point to the A2a and A2b dropdowns, and a third callout box points to the Note section.

Section A: Standing Database/Tissue Bank Title

20 characters entered

A2: Reviewing IRB

A2a: The reviewing IRB would be:

NHG DSRB

A2b: Please select the board.

NHG SDB Review Board

Note:  
For NHG user, please select NHG DSRB as the Reviewing IRB (Section A2a) and select "NHG SDB Review Board" as the IRB board (Section A2b).  
For NUHS users, please select "NUHS SDB Review Board" as the Review IRB and IRB board (Section A2a & A2b).

Section A: Standing Data...

Section B: Design Of Sta...

Section C: How Data Will...

Section D: Transfer Of Pa...

Section E: Monitoring O...

Step 1: Select "NHG DSRB"

Step 2: Select "NHG SDB Review Board"

Step 3: Proceed to complete the rest of the sections

**Note:** The IRB will reject applications with the wrong board selected. The custodian may edit the IRB board during the endorser (ROC/DR/IR) query stage before the IRB reviews the application.

# B1. Submitting a New SDB Application (6/9)

When you are ready to submit

The screenshot shows the 'Submission Detail' page for SDB-2024/1385. The page includes a header with navigation icons and a 'Back to Submission' link. The main content area displays application details such as 'Form Type: Application', 'SDB Custodian/SDB Site Custodian: A/Prof shania3 (Tan Tock Seng Hospital (TTSH))', and 'SDB Title: SDB\_TRAINING\_DEMO\_04\_Sep\_01'. A 'Declare and Submit' button is visible in the top right. The 'Application Form' section contains an 'Instruction' block with two bullet points and a 'MAIN PAGE' section with a note and two radio buttons. At the bottom right, there is a control bar with buttons for 'Mandatory Check', 'Cancel', 'Save', and 'Save and Exit'. Two callout boxes provide instructions: 'Step 1: Click on "Mandatory Check"' points to the 'Mandatory Check' button, and 'Step 2: If there is no prompt message (i.e. no action is required), proceed to click "Save and Exit"' points to the 'Save and Exit' button.

**Step 1: Click on "Mandatory Check"**

**Step 2: If there is no prompt message (i.e. no action is required), proceed to click "Save and Exit"**

# B1. Submitting a New SDB Application (7/9)

## Pop-up after you clicked “Mandatory Check”

Submission Detail

SDB-2024/1385 Draft

SDB Ref: SDB-2024/1385

Form Type: Application Form Outcome: -

SDB Custodian: [Redacted]

Current Editor: ECOS

SDB Title: [Redacted]

Quick Link: [Redacted]

**Form Detail**

**Application**

Instruction

INSTRUCTION

- For NHG
- For NUHS

**MAIN PAGE**

\* 1: This application is an amendment to a Standing Database Application in ROAM.

Yes

Section C: How Data...  
Section D: Consent Re...

**ECOS**

⚠ Your application is incomplete. You must complete all relevant sections before you can proceed to submit.

Section	Field	Reason	Action
Database Site & Custodian Details	3: Does this Standing Database/Tissue Bank involve external collaboration beyond the Clusters?	This is a mandatory field. Please fill in response.	<a href="#">✎</a>
Database Site & Custodian Details	4: Does the Custodian and/or Database Team Member have a potential Conflict of Interest?	This is a mandatory field. Please fill in response.	<a href="#">✎</a>
Instruction	1: This application is an amendment to a Standing Database Application in ROAM.	This is a mandatory field. Please fill in response.	<a href="#">✎</a>
Section B: Design Of Standing Database (What Data Is Collected?)	B1: Please indicate the source of data for this Standing Database/Tissue Bank.	This is a mandatory field. Please fill in response.	<a href="#">✎</a>

[Confirm](#)

If there is a pop-up message after you clicked “Mandatory Check”, update the fields mentioned. Once completed,

- **Custodians**, proceed to click **"Save and Exit"**
- **Site Custodians/ DTMs**, proceed to click **"Save and Exit"**, followed by **"Finalise"**.

# B1. Submitting a New SDB Application (8/9)

Submit the application (By Main Custodian only)

Submission Detail

SDB-2024/0103 Draft

SDB Ref: SDB-2024/0103

Form Type: Application Form Outcome: -

SDB Custodian/SDB Site Custodian: Mr NHG\_SDB\_54 (Yishun Community Hospital)

Current Editor: -

SDB Title: Testing 1992024

Quick Link: [SDB Summary](#)

[Form Detail](#)

### Application Form

#### Instruction

**INSTRUCTION:**

- For NHG users, this form is to be used for Standing Database only. PI
- For NUHS users, this form is to be used for Standing Database and TI

ECOS

Declaration Of Custodian

**As the appointed custodian of this Standing Database/Tissue Bank\*, I declare the following:**

- I am aware of the Institutional Research Data Policy, Personal Data Protection Act (PDPA), HealthTech Instruction Manual, relevant institutional data management policies and IRB policies, and to the best of my ability, will ensure that there are no contraventions of these obligations in my custodianship.
- I will not initiate any changes in the Standing Database/ Tissue Bank without obtaining prior written approval from the Approving Officer and will maintain all relevant documents and recognize that the Approving Officer may inspect these documents.
- I will ensure the acquisition, storage, utilisation and disposal of any data in the Standing Database/ Tissue Bank shall protect the confidentiality of the information contained.
- I will ensure the database system I intend to use complies with Synapse requirements, Institutional Research Data Policy and other relevant policies.
- I will ensure that any access to the data granted to individuals/third parties, including the transfer of data overseas, will be consistent with the institutional policies and local regulations.
- I will ensure that there are processes in place to ensure that the data collected is accurate and complete prior to any use to make a decision that affects the individual and/or prior to disclosure to outside parties.
- I have taken all reasonable steps and safeguards that are necessary to protect the data against breaches, accidental and unlawful loss, modification or destruction or unauthorized access, disclosure and copying use.
- I understand that failure to comply with the applicable regulations, institutional and research data policies may result in the suspension or termination of this Standing Database/ Tissue Bank.
- I declare that there are no existing or potential conflicts of interest for any of the team members involved in this Standing Database/ Tissue Bank. Any potential conflicts of interest have been declared in the relevant section of the application form.

\*Applicable to NUHS users only.

By checking, the 'I agree' box, you confirm that you have read, understood and accept the Custodian's Declaration.

I have read and agree to the above declaration.

Cancel Confirm

Step 1: Click "Declare & Submit"

Step 2: Read the declaration and Click "Confirm"

# B1. Submitting a New SDB Application (9/9)

Save your draft regularly

The screenshot displays the 'Submission Detail' page for an SDB application. On the right side, there is a 'Save' button with a floppy disk icon, highlighted with a red box. An arrow points from a callout box to this button. Below the 'Save' button is a list of sections: 'Instruction', 'Database Site & Custodi...', 'Section A: Standing Data...', 'Section B: Design Of Sta...', 'Section C: How Data Will...', and 'Section E: Security Of Sta...'. A pop-up window titled 'ECOS' is overlaid on the page, containing a yellow warning message: 'Your application is incomplete. You must complete all relevant sections before you can proceed to submit.' Below the message is a table with columns 'Section', 'Field', 'Reason', and 'Action'. The table contains one row: 'Section A: Standing Database/Tissue Bank Title', 'Title of Standing Database/Tissue Bank', and 'This is a mandatory field. Please fill in response.' A 'Confirm' button is located at the bottom right of the pop-up, also highlighted with a red box. An arrow points from a callout box to this button.

**Step 1: Click "Save" to save your draft.**

**Step 2: A pop-up message will appear. Click "Confirm" to proceed.**

Note: Click "Save" regularly to ensure that your edits are captured in the system.

# B2. Withdrawing an SDB Application (Before the SDB is approved)

## Withdrawal of SDB Application

The screenshot shows a web application interface for managing SDB applications. At the top, there is a navigation bar with a home icon, a menu icon, and a 'Back to Submission' link. The main header is 'Submission Detail'. On the right side of the header, there are notification icons (1 and 53) and a user profile icon. Below the header, the application details are displayed: 'SDB-2024/0102' with a status of 'Pending ROC/DR/IR Endorsement'. A dropdown menu is open next to the application ID, showing a 'Withdraw' option. A modal window titled 'ECOS' is overlaid on the page, containing a warning message 'Do you want to withdraw this form?' and a text input field for 'Withdraw Reason:'. Below the input field are 'Cancel' and 'Confirm' buttons. The background page shows the 'Application Form' section with an 'Instruction' field containing text for NHG and NUHS users, and a 'MAIN PAGE' section with a note: '\*1: This application is an amendment to a Standing Database Application in ROAM.'

**Step 1:** Click the icon, followed by “withdraw” in the dropdown menu to withdraw the SDB application

**Step 2:** input the reason for withdrawing the application and click on the “confirm” button to proceed with the withdrawal.

# B3. Features of the SDB Application Form – Form History

## Form History

**SDB-2024/1385** Pending ROC/DR/IR Endorsement 

SDB Ref: SDB-2024/1385

Form Type: Application

SDB Custodian/SDB Site C Tan Tock Seng Hos

Current Editor: -

SDB Title: SDB\_TRAINING\_

Quick Link: [SDB Summary](#)

Form Detail [Endorsement](#)

**Endorsement Status**

Institution	Department
Tan Tock Seng Hospital (TTSH) <a href="#">Main Site</a>	Gastroenterology & Hepa

### 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

Reload For Dev

Action  

# B3. Features of the SDB Application Form – SDB Summary

## SDB Summary

Home | Menu | < Back to Submission Detail

**SDB-2024/0044**

SDB Ref: SDB-2024/0044

Form Type: Application

SDB Custodian/SDB Site C

Current Editor: -

SDB Title: Standing Database NCID D

Quick Link: [SDB Summary](#)

Home | Menu | < Back to Submission Detail

SDB Summary

SDB / Submission / Submission Detail / SDB Summary

**SDB-2024/0044** Review Completed

SDB Ref: SDB-2024/0044

Valid Till Date: **01-Jan-2025**

[All Forms](#) **All Forms Attachments**

**ALL(9)** Application(1) Amendment(1) SRF(1) NCR(6)

SDB Form Ref	Form Type	Endorsing IRB	Form Status	Form Outcome	Letter
<a href="#">SDB-2024/0044-NCR001</a>	NCR	NHG DSRB-NHG SDB Review Board	Pending Custodian Reply	-	-
<a href="#">SDB-2024/0044-SRF001</a>	SRF	NHG DSRB-NHG SDB Review Board	Pending IDA/ID Approval	-	-
<a href="#">SDB-2024/0044-NCR005</a>	NCR	NHG DSRB-NHG SDB Review Board	Review Completed	To be Terminated	<a href="#">NHG SDB Termination Letter</a>

Expiry date of the SDB

Display the list of attachments uploaded in all forms

Change tab to view specific form type created.

Click here to view the summary page.

View and download decision letter

# B3. Features of the SDB Application Form – Track Changes

## Track Changes

Submission Detail

SDB-2024/1320-AMD003 [Review Com](#)

SDB Ref: SDB-2024/1320 [📄](#)

Form Type: Amendment

SDB Custodian/SDB Site Custodian: A/Prof shania3

Current Editor: -

SDB Title: shania\_test\_03\_sept\_01

Quick Link: [SDB Summary](#)

[Form Detail](#) [Endorsement](#)

**Amendment Form**

Instruction

INSTRUCTION:

DATABASE AMENDMENT COVER NOTE

\* 1. Describe the proposed change(s) to the datab

test

**Track Changes** [Close](#) [Export](#)

Current Version: SDB-2024/1320-AMD003 03-Sep-2024 15:44:04

Previous Version: SDB-2024/1320 03-Sep-2024 11:01:31

**Database Site & Custodian Details**

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

~~No~~

Yes

**2a: Database site(s)**

Tan Tock Seng Hospital (TTSH)

Database Site	• Tan Tock Seng Hospital (TTSH)
Location	• testlocation2
	• Yes
	• Sub Site

**2b: Custodian and Database Team Member(s)**

Ng Teng Fong General Hospital (NTFGH) / Database Team Member / A/Prof TTSH\_STM1 ~~Deleted~~

Database Site	• Ng Teng Fong General Hospital (NTFGH)
Name	• A/Prof TTSH_STM1
Database Role	• Database Team Member
Designation	• A
Department	• Medical Oncology

Click on the “Track Changes” button and a popup will appear with the difference between the versions.

**Track Changes**

[Track Changes](#) [Export](#)

**Instruction**

Database Site & Custo...

Section A: Standing Da...

Section B: Design Of St...

Section C: How Data W...

Section D: Consent Re...

Section E: Security Of ...

Section F: Transfer Of ...

Section G: Retention A...

Section H: Monitoring ...

New/ Revised information: Green highlight  
Deleted information: Purple highlight with strikethrough

# B4. SDB Application – Responding to Queries

On “Submission Detail” page

The screenshot displays the 'Submission Detail' page for SDB-2024/0085. The page includes a navigation bar with 'Back to Submission', a status indicator 'Pending Custodian Reply', and various submission details such as 'Form Type: Application' and 'SDB Title: Database for 123456790'. A central panel titled 'Query List' shows a dropdown menu for 'Tan Tock Seng ...' and tabs for 'Pending Query' and 'All Query'. A progress bar indicates '0/1 Pending'. Below this, a 'General' section lists a query with details like 'Query Round 1' and 'A/Prof NHG\_SDB\_30'. A '\* Reply Query' section contains a text input field with the placeholder 'Please enter'. On the right side, a 'Query List' button is highlighted with a red box and an arrow pointing to it. A callout box with an arrow pointing to the dropdown menu contains the text: 'Click on the dropdown list to view queries from the institution or IRB.' Another callout box with an arrow pointing to the 'Query List' button contains the text: 'Click the “Query List” to view the queries.'

# B5. Submission of New SDB Other Forms

## Submission of New SDB Other Forms

Submission

+ New SDB Application Form + New SDB Other Forms

SDB Ref SDB Form Ref SDB Title SDB Custodian/SDB Site Custodian Form Type Endorsing IRB

New SDB form

\* SDB Title or SDB Ref:

2

SDB Title	SDB Ref	SDB Custodian/SDB Site Custodian
shania_test_03_sept_01	SDB-2024/1320	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH)), A/Prof TTSH_STM1 (Tan Tock Seng Hospital (TTSH))
shania_test_03_Sep_02	SDB-2024/1333	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH)), A/Prof shania3 (Tan Tock Seng Hospital (TTSH))
shania_test_03_sept_03	SDB-2024/1336	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH))
shania_test_04_Sep_fixed_orange_dot	SDB-2024/1373	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH))

Rows per page: 10 1-5 of 5

Please select one SDB!

\* Form Type:

Form Type includes:

- Amendment,
- Non-compliance (NCR) and
- Study Status Report Form (SRF)

Cancel Confirm

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing IRB	Status
SDB-2024/0044	SDB-2024/0044-NCR004	Standing Database NCID D	Hospital)	NCR	NHG DSRB-NHG SDB Review Board	Review Completed Approved
SDB-2024/0044	SDB-2024/0044-NCR003	Standing Database NCID D	A/Prof NHG_SDB_32 (Tan Tock Seng Hospital)	NCR	NHG DSRB-NHG SDB Review Board	Review Completed Acknowledged

**Step 1:** Click "New SDB Other Form".  
**Step 2:** Enter the "SDB Title" or "SDB Ref" and click "Search" button.  
**Step 3:** Select the SDB that you like to submit the form for.  
**Step 4:** Select the Form Type and click "Confirm".

Note: If SDB had been "Closed" or "Terminated", you can only submit an NCR.