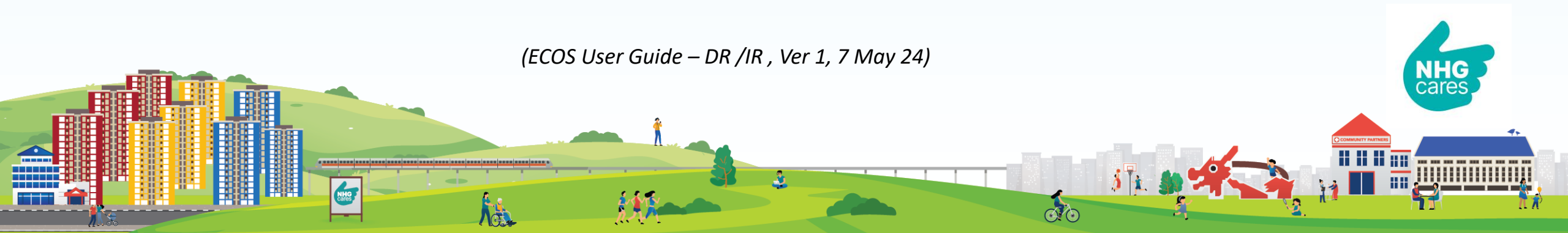


Navigating Ethics & Compliance Online System (ECOS) User Guide

For Department Representative (DR) / Institution Representative (IR)

(ECOS User Guide – DR /IR , Ver 1, 7 May 24)



Contents

1) How to locate your task for Endorsement

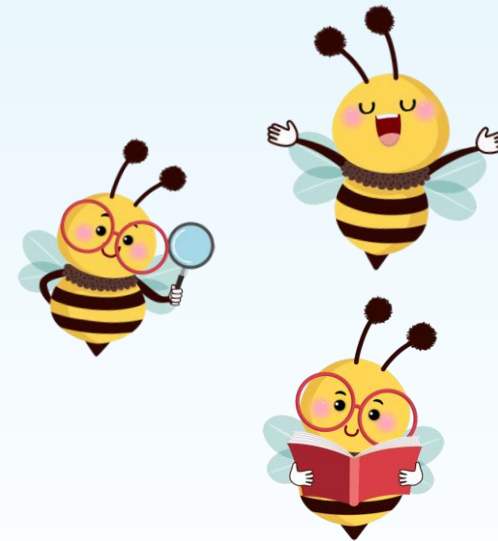
- a) Via Dashboard
- b) Via IRB Module

2) How to Endorse/ Reject a study

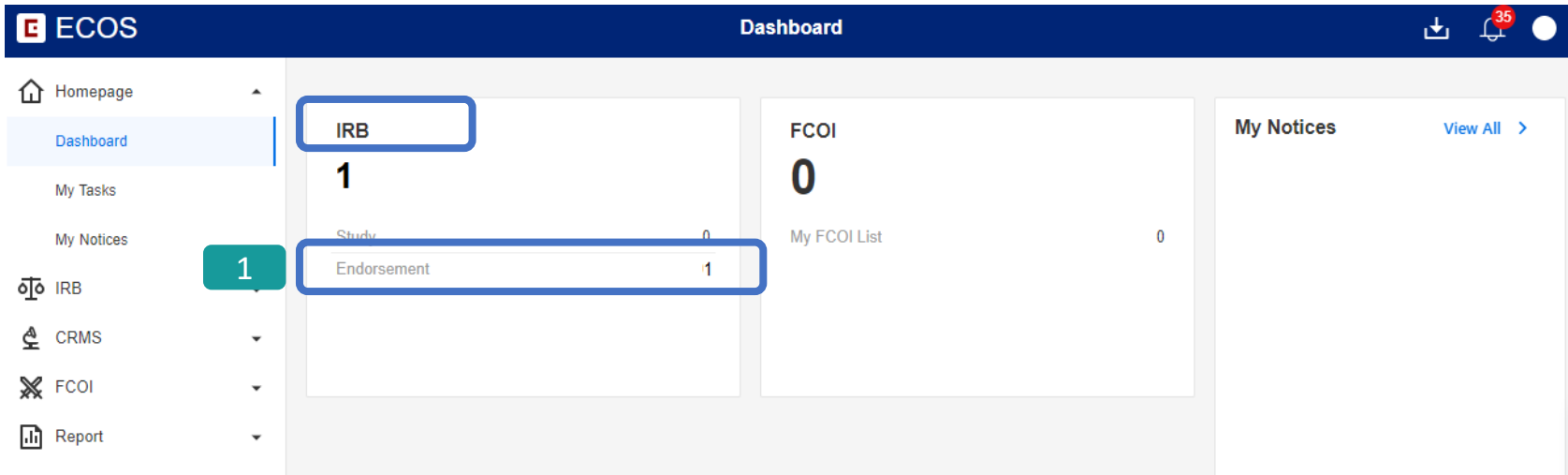
3) How to Send/ Close/ View Query

- a) Send Query
- b) (i) Close Query (Individual)
(ii) Close Query (Batch)
- c) Re-query
- d) View Past Query

4) View changes made



1) Locate your task for Endorsement



The screenshot shows the ECOS Dashboard interface. The top navigation bar includes the ECOS logo, the word "Dashboard", and a notification bell icon with a red badge showing "35". The left sidebar contains a menu with items: Homepage, Dashboard (highlighted), My Tasks, My Notices, IRB (highlighted with a blue box and a red badge showing "1"), CRMS, FCOI, and Report. The main content area is divided into three columns. The first column is titled "IRB" and shows a large number "1" and a table with one row: "Study" with a count of "0" and "Endorsement" with a count of "1". The "Endorsement" row is highlighted with a blue box. The second column is titled "FCOI" and shows a large number "0" and a "My FCOI List" with a count of "0". The third column is titled "My Notices" and has a "View All" link.

a) Via Dashboard

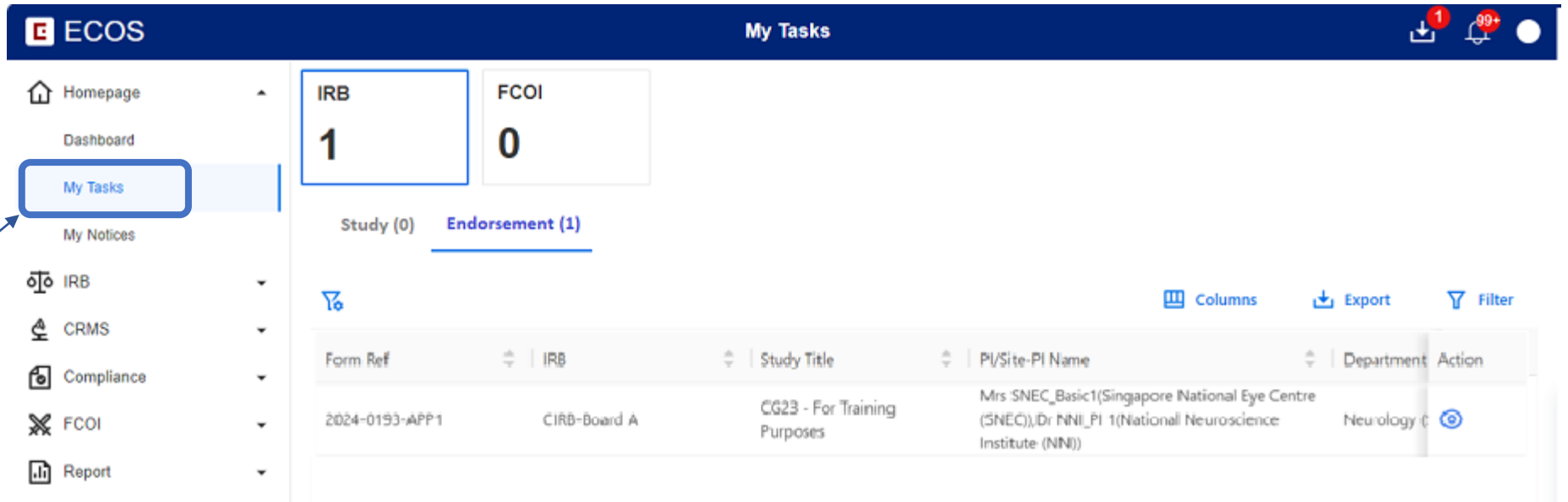
- Upon Login, you will arrive at the **Dashboard** page.
- **1** Under the **IRB** header, locate **Endorsement** sub-header, you will see the number of tasks listed for endorsement. Click on the number.



1) Locate your task for Endorsement



Note: You can also access this page via the navigation panel on the left.



The screenshot shows the ECOS 'My Tasks' page. The navigation panel on the left includes: Homepage, Dashboard, My Tasks (highlighted), My Notices, IRB, CRMS, Compliance, FCOI, and Report. The main content area shows a summary for IRB (1) and FCOI (0). Below this, there are tabs for 'Study (0)' and 'Endorsement (1)'. A table lists the endorsement tasks with columns for Form Ref, IRB, Study Title, PI/Site-PI Name, and Department. A table icon in the Action column indicates a pending action.

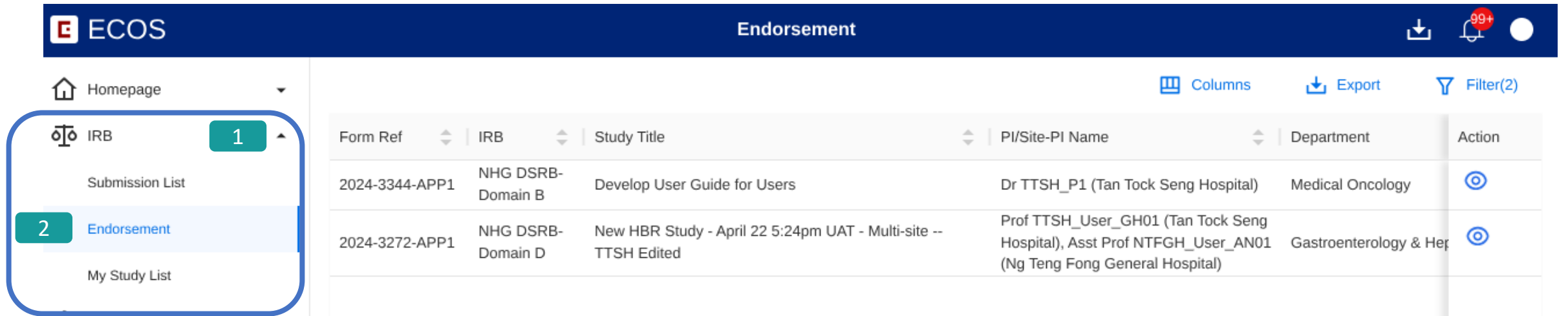
Form Ref	IRB	Study Title	PI/Site-PI Name	Department	Action
2024-0193-APP1	CIRB-Board A	CG23 - For Training Purposes	Mrs SNEC_Basic1(Singapore National Eye Centre (SNEC)),Dr NNI_PI 1(National Neuroscience Institute (NNI))	Neurology (

- You will arrive at **My Tasks** page and see the tasks listed for your endorsement.

Legend:

- This icon  is seen on the Endorsement page initially (i.e., pending action)

1) Locate your task for Endorsement



ECOS Endorsement

Columns Export Filter(2)

Form Ref	IRB	Study Title	PI/Site-PI Name	Department	Action
2024-3344-APP1	NHG DSRB-Domain B	Develop User Guide for Users	Dr TTSH_P1 (Tan Tock Seng Hospital)	Medical Oncology	
2024-3272-APP1	NHG DSRB-Domain D	New HBR Study - April 22 5:24pm UAT - Multi-site -- TTSH Edited	Prof TTSH_User_GH01 (Tan Tock Seng Hospital), Asst Prof NTFGH_User_AN01 (Ng Teng Fong General Hospital)	Gastroenterology & Hep	

b) Via IRB Module



- 1 On the left navigation panel, locate the **IRB** Module. Click on the downward arrow to expand the menu.
- 2 Locate **Endorsement** sub-header and click on it. You will arrive at the **Endorsement** page.
- On this page, you will see all the tasks with status **Pending Endorsement** for your action.




2) Endorse a study

ECOS Endorsement




Columns Export Filter(2)

Form Ref	IRB	Study Title	PI/Site-PI Name	Department	Action
2024-3344-APP1	NHG DSRB-Domain B	Develop User Guide for Users	Dr TTSH_P1 (Tan Tock Seng Hospital)	Medical Oncology 1	
2024-3272-APP1	NHG DSRB-Domain D	New HBR Study - April 22 5:24pm UAT - Multi-site -- TTSH Edited	Prof TTSH_User_GH01 (Tan Tock Seng Hospital), Asst Prof NTFGH_User_AN01 (Ng Teng Fong General Hospital)	Gastroenterology & Hepatology	

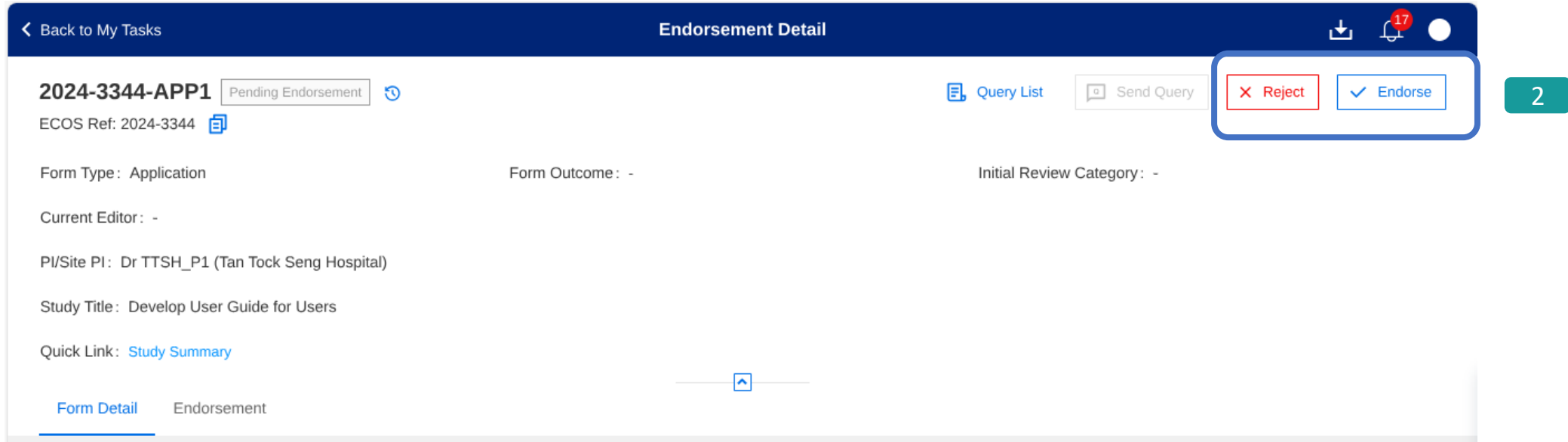


- Locate the study through either one of steps mentioned in Section 1.
- **1** Under the **Action** column, click on the  icon next to the study.

Legend:

- This icon  is seen on the Endorsement page initially (i.e., pending action)
- This icon  is shown when you have queried the PI / Study Team
- This icon  is shown when the PI has replied to your query

2) Endorse a study



Endorsement Detail

2024-3344-APP1 Pending Endorsement

ECOS Ref: 2024-3344

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

Current Editor: -

PI/Site PI: Dr TTSH_P1 (Tan Tock Seng Hospital)

Study Title: Develop User Guide for Users

Quick Link: [Study Summary](#)

Form Detail Endorsement


Query List Send Query Reject Endorse

2

- You will arrive at **Endorsement Detail** page.
- **2** After you have reviewed the information, you can click on the **Endorse** button on the top right corner. **Reject** button should only be used if you do not support the conduct of the study.
- Refer to Section 3 if you would like to learn how to send a query to the study team.



3a) Send a Query

Application Form 

Section A: Study Title

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

Develop User Guide

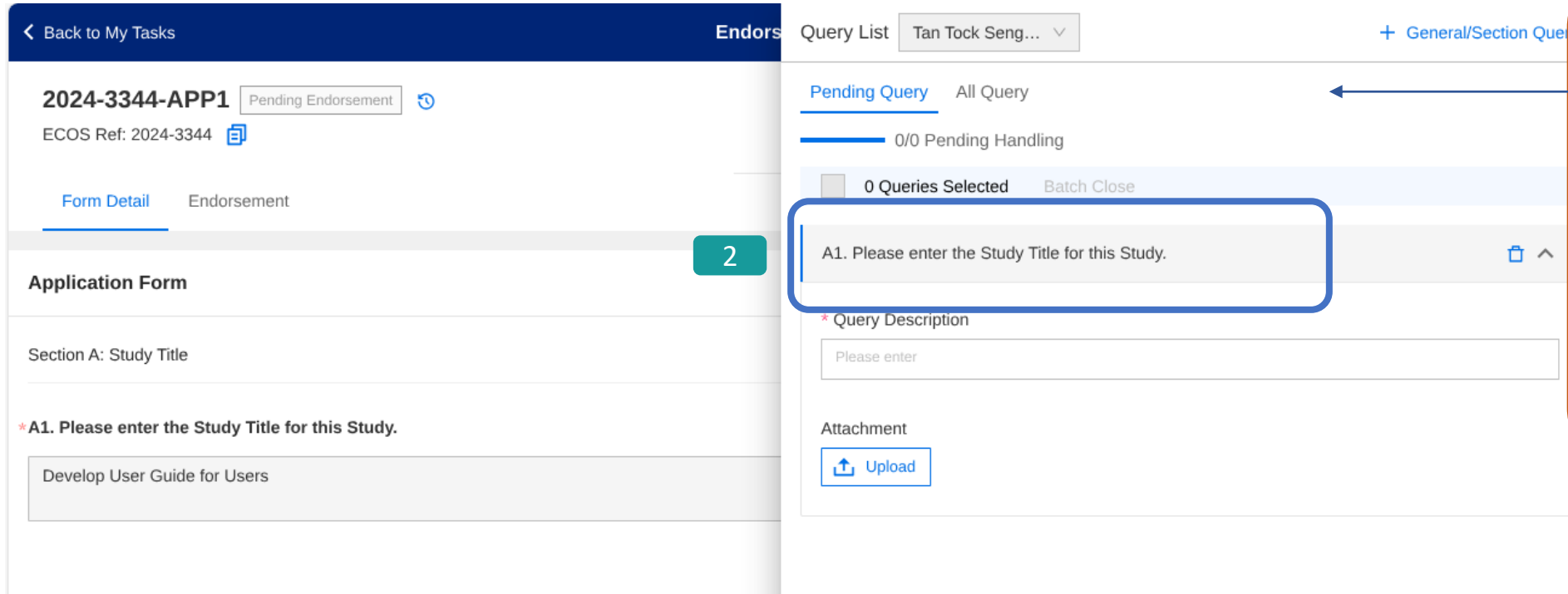
1 Query ▾

2 + New Query



- 1 After you have reviewed the information of the study, if you wish to send a query related to a question on the IRB application form, click on the **Query** button next to the question of the form. A drop-down button will be shown.
- 2 Click on **+ New Query** to issue a new query. If you would like to re-query on an issue queried earlier, please refer to Section 3(c) on Re-query.

3a) Send a Query



Back to My Tasks Endorse Query List Tan Tock Seng... + General/Section Que

2024-3344-APP1 Pending Endorsement
ECOS Ref: 2024-3344

Form Detail Endorsement

Application Form

Section A: Study Title

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

Develop User Guide for Users

Pending Query All Query
0/0 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study.

* Query Description
Please enter

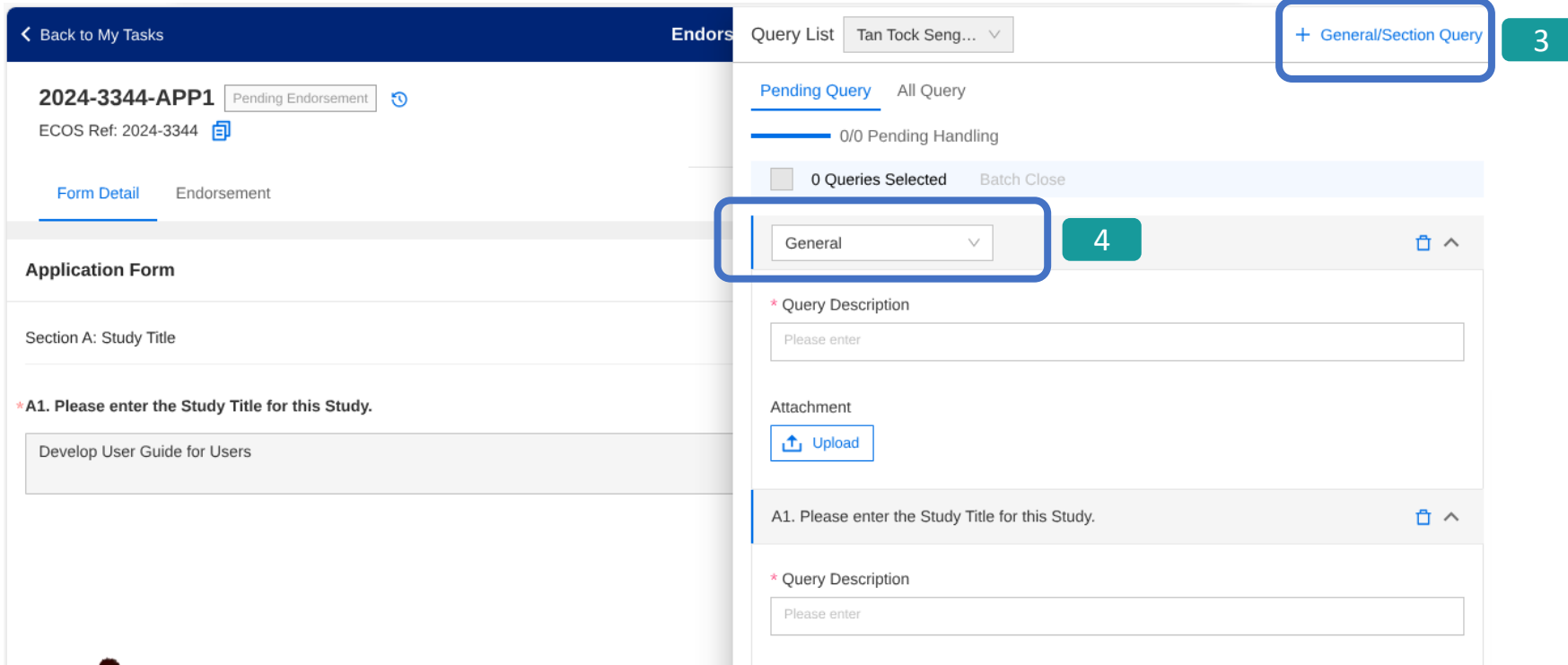
Attachment
Upload

Note: The query window will appear from the right in the foreground. If you do not wish to proceed to query, click on the application form main page in the background, and the sliding window will disappear.



- **2** You will see the question of the application form reflected on the header of the query.

3a) Send a Query



Back to My Tasks Endors Query List Tan Tock Seng... + General/Section Query 3

2024-3344-APP1 Pending Endorsement
ECOS Ref: 2024-3344

Form Detail Endorsement

Application Form

Section A: Study Title

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

Develop User Guide for Users

General 4

* Query Description
Please enter

Attachment
Upload

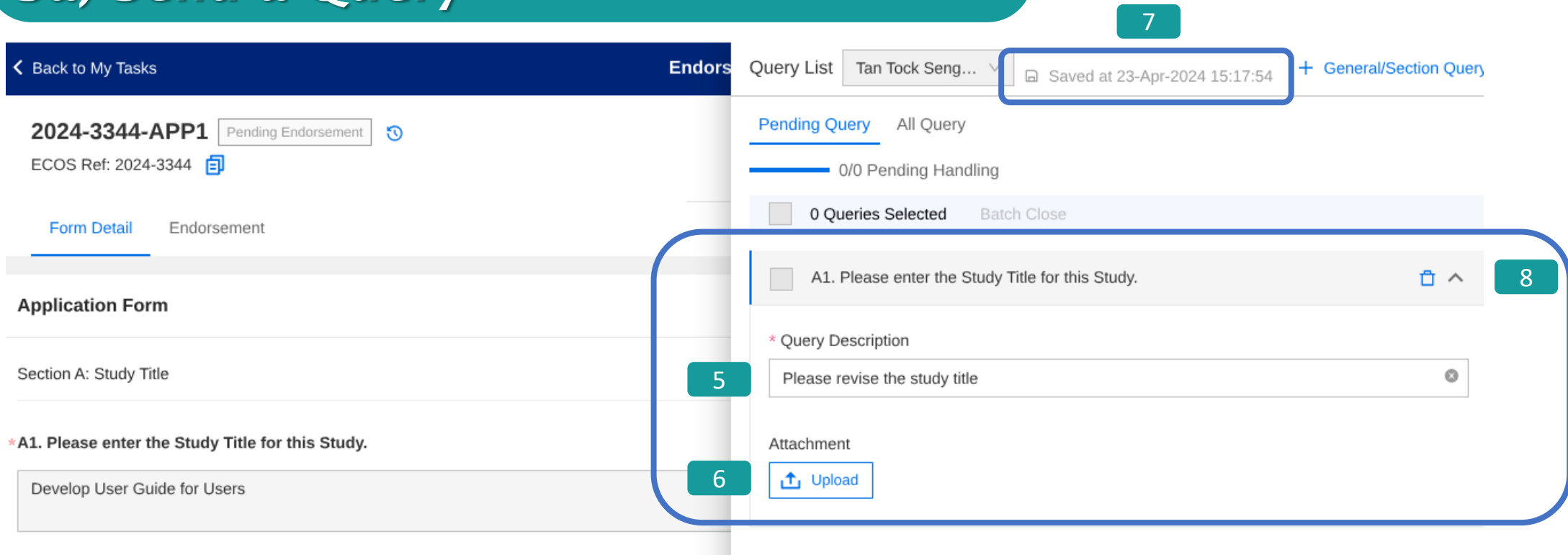
A1. Please enter the Study Title for this Study.

* Query Description
Please enter




- 3 If you wish to query on a General question (not specific to any question listed on the IRB application form), click on **+General/Section Query** on the top right corner.
- 4 You will see the header of the query reflected as **General**.

3a) Send a Query

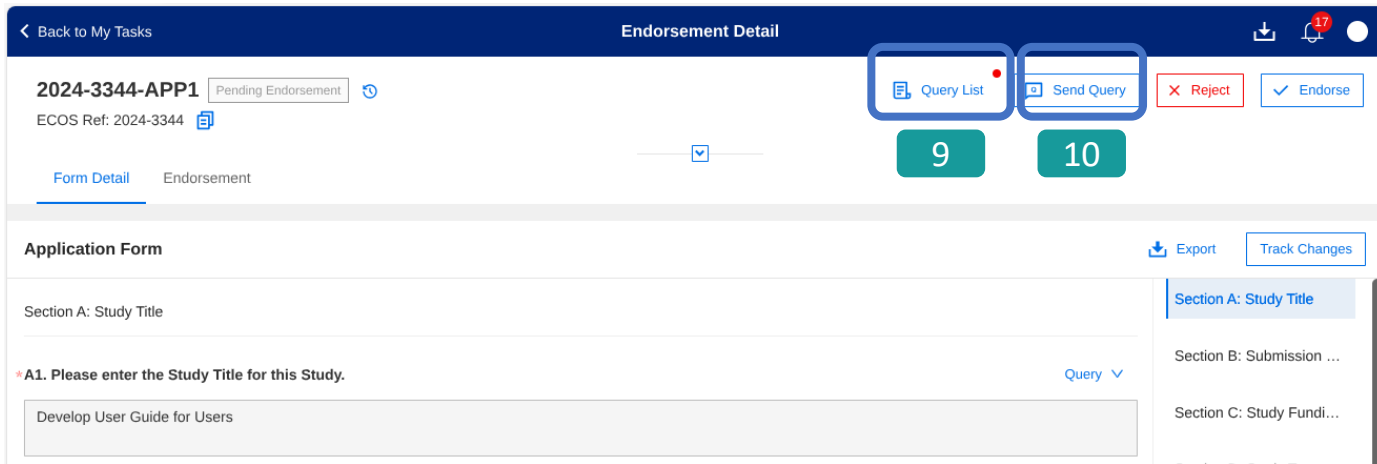


The screenshot shows a web application interface for sending a query. On the left, there is a sidebar with 'Back to My Tasks' and 'Endorsement' tabs. The main content area shows a query list for 'Tan Tock Seng...' with a 'Saved at 23-Apr-2024 15:17:54' timestamp. A 'Pending Query' tab is active, showing '0/0 Pending Handling' and '0 Queries Selected'. A query entry is visible with the text 'A1. Please enter the Study Title for this Study.' and a 'Batch Close' button. A text box for the query description contains 'Please revise the study title'. Below this is an 'Attachment' section with an 'Upload' button. A delete icon is visible in the top right of the query entry. The interface is annotated with numbered callouts: 5 points to the text box, 6 points to the 'Upload' button, 7 points to the 'Saved at' timestamp, and 8 points to the delete icon.

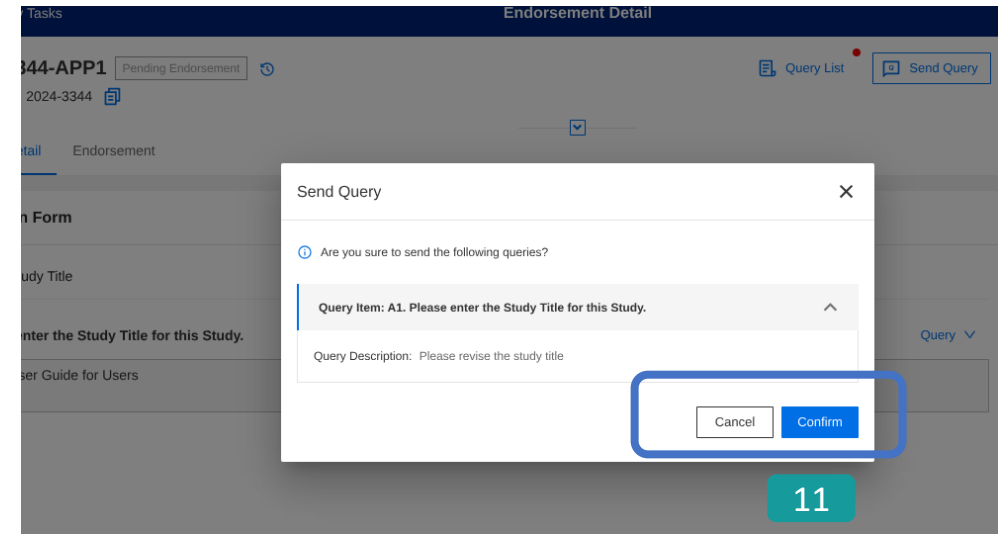
- **5** Input your query into the text box.
- **6** Optional – You may upload an attachment by clicking on the **Upload** button.
- **7** Query will be auto-saved by the system if connected to the Internet.
- **8** If you wish to delete the query after it has been created, click on this icon .
- Click on the Endorsement Detail Page to close the sliding window after you have completed your queries.




3a) Send a Query



The screenshot shows the 'Endorsement Detail' page for application 2024-3344-APP1. The 'Query List' button has a red dot and is highlighted with a blue box and the number 9. The 'Send Query' button is highlighted with a blue box and the number 10. Below the buttons, the 'Application Form' is visible, showing a query item: 'A1. Please enter the Study Title for this Study.' with a 'Query' dropdown menu.

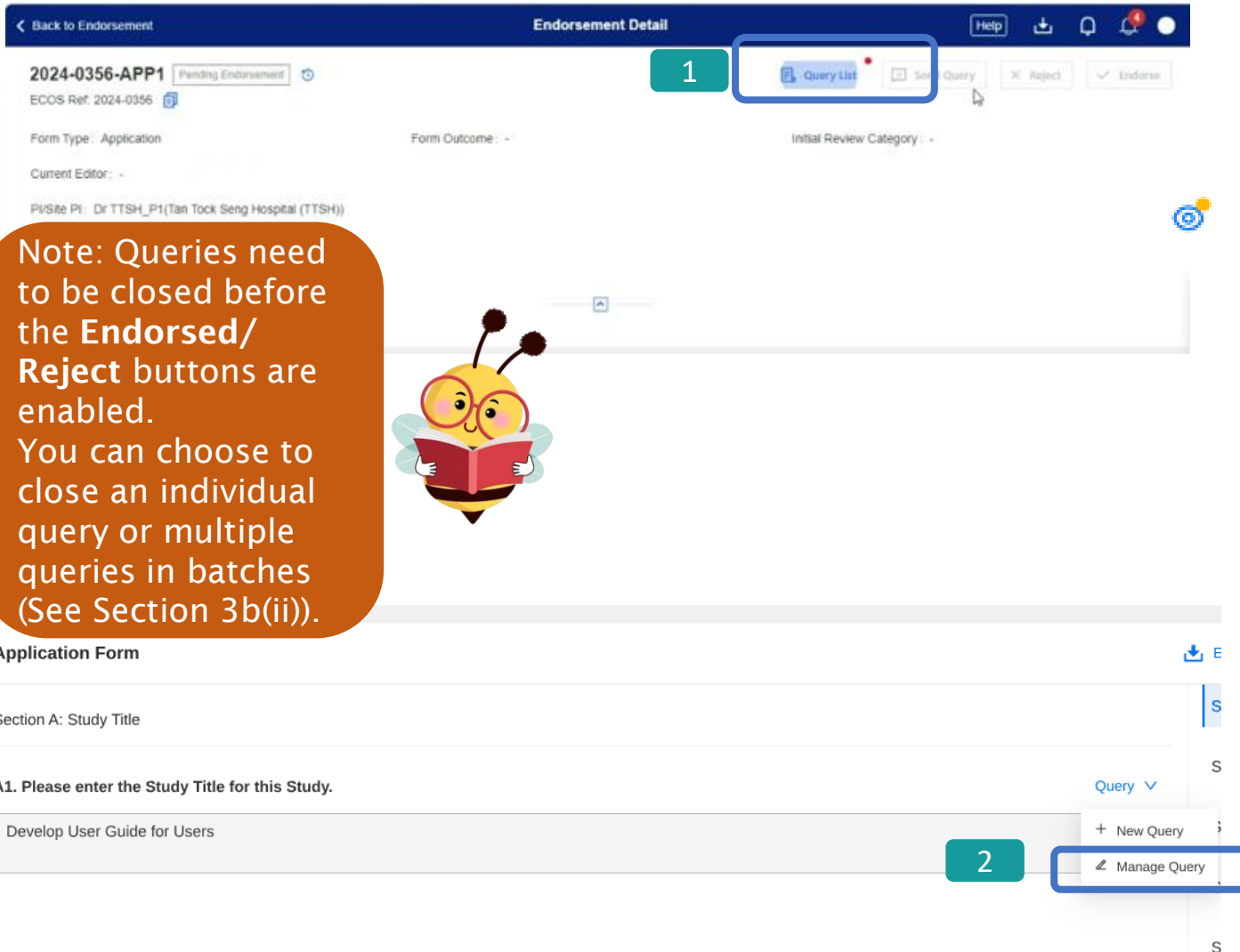


The screenshot shows a 'Send Query' confirmation pop-up box. The box contains the text: 'Are you sure to send the following queries?' followed by a list of query items. The first item is 'Query Item: A1. Please enter the Study Title for this Study.' and the second is 'Query Description: Please revise the study title'. The 'Confirm' button is highlighted with a blue box and the number 11.

- **9** If you would like to view the queries before sending, click on **Query List** to prompt the Query window. A red dot indicates new information.
- **10** Click on the **Send Query** button.
- **11** A confirmation pop-up box will appear with the list of queries to be sent. If you do not wish to proceed, click on **Cancel** to return to the previous page.
- If you wish to proceed, click on **Confirm**.
- Your query has been sent successfully! You will return to the Endorsement Detail Page and this icon  will be seen denoting you have queried the PI. (NB: the task will still be seen on your Endorsement Page)




3b(i) Close a Query (Individual)




The screenshot shows the 'Endorsement Detail' page for application 2024-0356-APP1. A blue box with the number '1' highlights the 'Query List' button in the top navigation bar. Below the navigation bar, the 'Application Form' section is visible, with 'Section A: Study Title' containing the text 'Develop User Guide for Users'. A blue box with the number '2' highlights the 'Manage Query' option in a dropdown menu that appears when the 'Query' button is clicked.

Note: Queries need to be closed before the **Endorsed/Reject** buttons are enabled. You can choose to close an individual query or multiple queries in batches (See Section 3b(ii)).



- After the PI/ Study Team have replied on the query, the task will be made available on your Dashboard, and you will see this icon 
- Locate the task and return to **Endorsement Detail** page.
- **1** Click on **Query List** button. A red dot indicator appears whenever there is new query information.
- **2** 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.
- Query window will appear in the foreground

3b(i) Close a Query (Individual)



Query List Tan Tock Seng... Saved at 23-Apr-2024 10:32:55 + General/Section Query

3 Pending Query All Query

4 0/3 Pending Handling

0 Queries Selected Batch Close

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

Revised Study Title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

5 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 ^

Revised 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 ^

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

- **3** Queries pending action are reflected under the **Pending Query** tab.
- **4** The overall status reflects the action taken/ number of queries pending your action (e.g., **0/3 Pending Handling**).
- **5** You will see the PI/ Study Team's response under each query section, next to the  icon.
- **6** If the responses are satisfactory, click on the **x Close Query** button.

3b(i) Close a Query (Individual)


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


Pending Query All Query

8 1/3 Pending Handling

0 Queries Selected Batch Close

7 A1. Please enter the Study Title for this Study. Closed **9** Undo

 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


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 **10** ^

 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

- 7** The query status have been updated. You will see a green label [**Closed**] next to the query.
- 8** The status of the queries have also been updated (e.g., **1/3 Pending Handling**).
- 9** Click on Undo to reverse the action.
- 10** You may amend the query action again.
- Click on the Endorsement Detail Page to close the query sliding window.



3b(i) Close a Query (Individual)



Back to Endorsement Endorsement Detail Help

2024-0356-APP1 Pending Endorsement 11 Close Query X Reject Endorse

ECOS Ref: 2024-0356

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

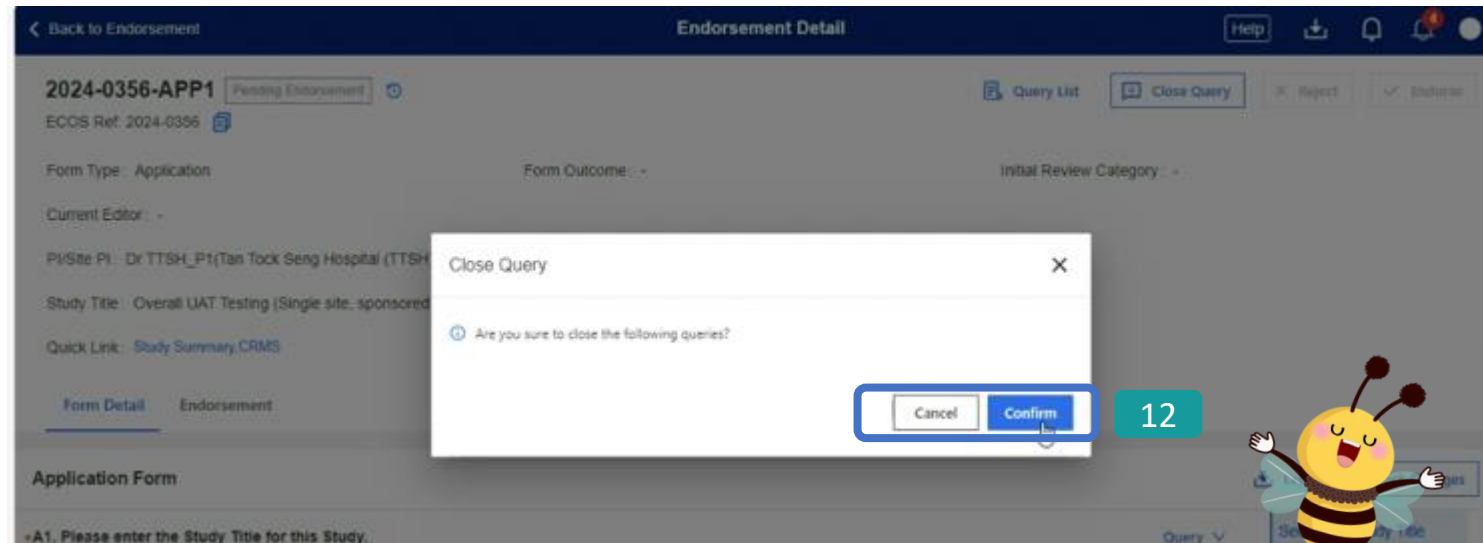
Current Editor: -

PI/Site PI: Dr TTSH_P1(Tan Tock Seng Hospital (TTSH))

Study Title: Overall UAT Testing (Single site, sponsored)

Quick Link: Study Summary,CRMS

Form Detail Endorsement



Back to Endorsement Endorsement Detail Help

2024-0356-APP1 Pending Endorsement Query List Close Query X Reject Endorse

ECOS Ref: 2024-0356

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

Current Editor: -

PI/Site PI: Dr TTSH_P1(Tan Tock Seng Hospital (TTSH))

Study Title: Overall UAT Testing (Single site, sponsored)

Quick Link: Study Summary,CRMS

Form Detail Endorsement


Application Form

A1. Please enter the Study Title for this Study.

Close Query X

Are you sure to close the following queries?

Cancel Confirm 12



- 11 The **Close Query** button will only be enabled after all queries have been closed. Click on **Close Query** to proceed.
- 12 A confirmation pop-up box will appear. If you do not wish to proceed, click on **Cancel** to return to the previous page.
- If you wish to proceed, click on **Confirm**.
- The query has been closed successfully! You will return to Endorsement Detail Page.

3b(ii) Close a Query (Batch)

2024-3344-APP1 Pending Endorsement 🔔

ECOS Ref: 2024-3344 📄

Form Type: Application

Form Outcome: -

Initial Review Category: -

Current Editor: -

PI/Site PI: Dr TTSH_P1 (Tan Tock Seng Hospital)

Study Title: Develop User Guide for Users

Quick Link: [Study Summary](#)

1 📄 Query List 📄 Send Query ✓ Check



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

Pending Query All Query

0/3 Pending Handling

2 Queries Selected Batch Close

3 A1. Please enter the Study Title for this Study. + Further Query × 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

D1. (b) Please select the board. + Further Query × 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 × Close Query ^

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

- Locate the task and return to **Endorsement Detail** page.
- 1 Click on **Query List** button. A red dot indicator appears whenever query action is needed.
- Query window will appear in the foreground.
- 2 Check the box next to overall query count to select ALL queries.
- 3 If you wish to close only selected queries, check each box next to the header of the query.

3b(ii) 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

3 Queries Selected **Batch Close** **4**

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

Query List Tan Tock Seng... Saved at 23-Apr-2024 11:01:22 + General/Section Query

Pending Query All Query

0 Queries Selected Batch Close **6**

A1. Please enter the Study Title for this Study. **Closed** **5** **7** Undo ^

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. **Closed** Undo ^

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. **Closed** Undo ^

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



- 4** Click on **Batch Close** button.
- 5** All query statuses will be updated. You will see a green label [**Closed**] next to the queries.
- 6** The status of the queries have also been updated (e.g., **3/3 Pending Handling**).
- 7** Click on Undo to reverse the action.
- Click on the Endorsement Detail Page to close the query sliding window.

3b(ii) Close a Query (Batch)

Form Outcome: - Initial Review Category: -

Close Query ×

Are you sure to close the following queries?

Cancel Confirm

8

- **8** For batch closure of queries, a confirmation pop-up box will appear. If you do not wish to proceed, click on **Cancel** to return to the previous page.
- If you wish to proceed, click on **Confirm**.
- The queries have been closed successfully! You will return to Endorsement Detail Page.



3(c) Re-Query

Endorsement Detail

2024-0356-APP1 Pending Endorsement

ECOS Ref: 2024-0356

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

Current Editor: -

PI/Site PI: Dr TTSH_P1(Tan Tock Seng Hospital (TTSH))

1 Query List Send Query Reject Endorse

Form Detail Endorsement

Application Form

Section A: Study Title

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

Develop User Guide for Users

2 Query New Query Manage 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.
- **1** Click on **Query List** button.
- **2** 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.



3(c) Re-Query

Pending Query All Query

2/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. **3** + 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

Pending Query All Query

2/3 Pending Handling

0 Queries Selected Batch Close

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

4 * Query Description
Please enter

Attachment
Upload

5 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 window will appear in the foreground.
- 3** Click on + **Further Query** button.
- 4** You will be able to enter a new query. Follow Section 3(a) to send out the query.
- 5** You will see the past queries shown below.



3(d) View Past Query

Query List Tan Tock Seng... Export

Pending Query All Query 1

Query Status	Query Item	Queried/Replied By	Query Round
Please select	Please select	Please select	Please select

2

A1. Please enter the Study Title for this Study.

- Please revise this study title to be more specific
Query Round 2 Mr TTSH_ROC01 23-Apr-2024
- OK
Query Round 2 Dr TTSH_P1 23-Apr-2024
- Please revise the study title
Query Round 1 Mr TTSH_ROC01 23-Apr-2024
- Revised Study Title
Query Round 1 Dr TTSH_P1 23-Apr-2024

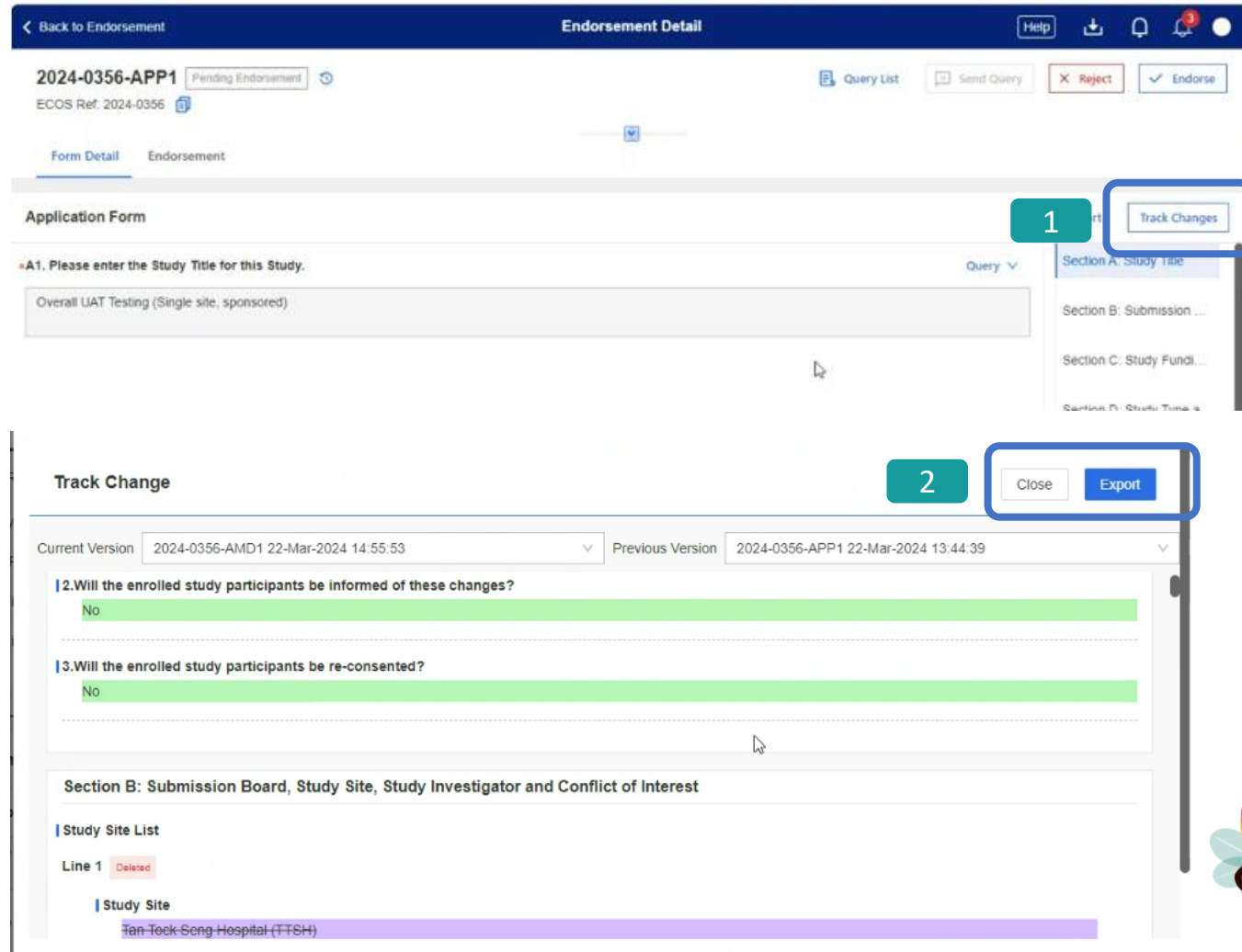
B1. (b) Please select the board.

- Revise to Domain B
Query Round 1 Mr TTSH_ROC01 23-Apr-2024
- Revised to Domain B



- Locate **Endorsement Detail Page** and click on **Query List**. The query window will appear on the foreground.
- **1** Click on **All Query** button. You will see the list of queries that have been reviewed and closed.
- **2** You can filter the queries based on these selection fields.

4) View Tracked Changes



The screenshot shows the 'Endorsement Detail' page for application 2024-0356-APP1. A blue box labeled '1' highlights the 'Track Changes' button in the top right corner. Below, a 'Track Change' pop-up box is shown, with a blue box labeled '2' highlighting the 'Export' button. The pop-up displays a comparison between the current version (2024-0356-AMD1) and the previous version (2024-0356-APP1). It lists two questions: '2. Will the enrolled study participants be informed of these changes?' and '3. Will the enrolled study participants be re-consented?', both with 'No' answers highlighted in green. Below, a table shows a change in the 'Study Site List' where 'Tan-Tock-Seng Hospital (TTSH)' is highlighted in purple.

- You can also view the changes (if any) made on the form since your last review.
- **1** Click on **Track Changes** button.
- A pop-up box detailing the changes will appear.
- **Purple** reflects the previous information. **Green** reflects the latest change.
- **2** Click on **Export** to export the list of changes into a separate file.
- Click on **Close** to return to Endorsement Detail page.



THANK YOU

