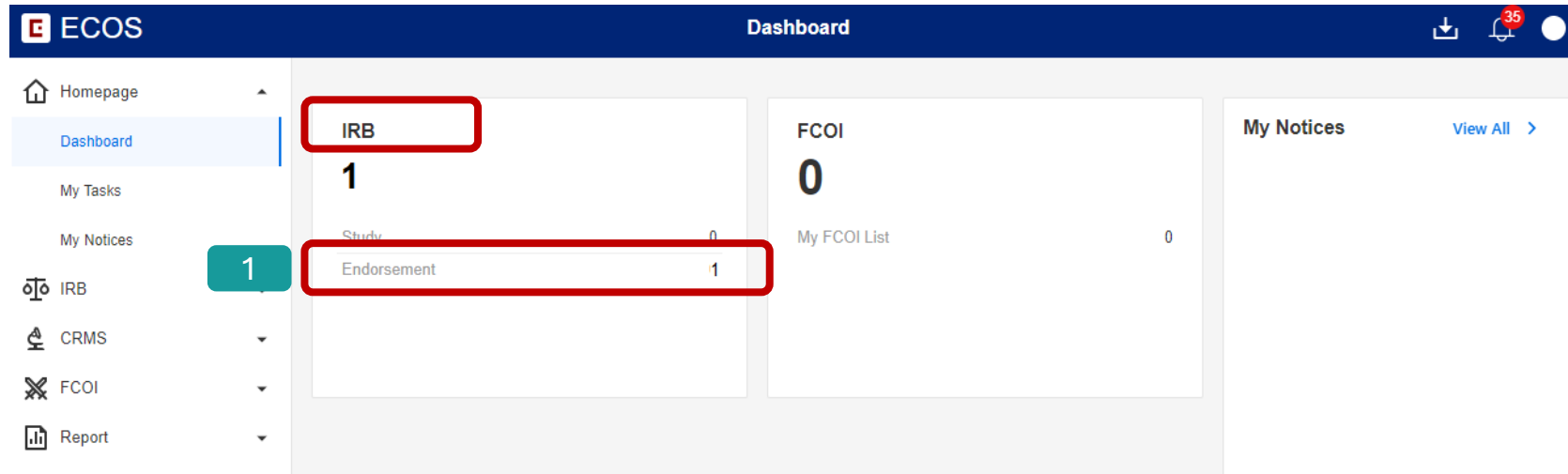


ECOS User Guide: For Department Representative (DR) / Institution Representative (IR)

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



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

ECOS My Tasks

IRB 1 FCOI 0

Study (0) Endorsement (1)

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 (

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

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

The screenshot shows the ECOS Endorsement page. On the left, the navigation menu is expanded under the 'IRB' icon, with 'Endorsement' highlighted. The main content area displays a table of tasks. The table has columns: Form Ref, IRB, Study Title, PI/Site-PI Name, Department, and Action. Two tasks are listed:

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

99+

Columns

Export

Filter(2)

Homepage


IRB

Submission List




Endorsement

My Study List

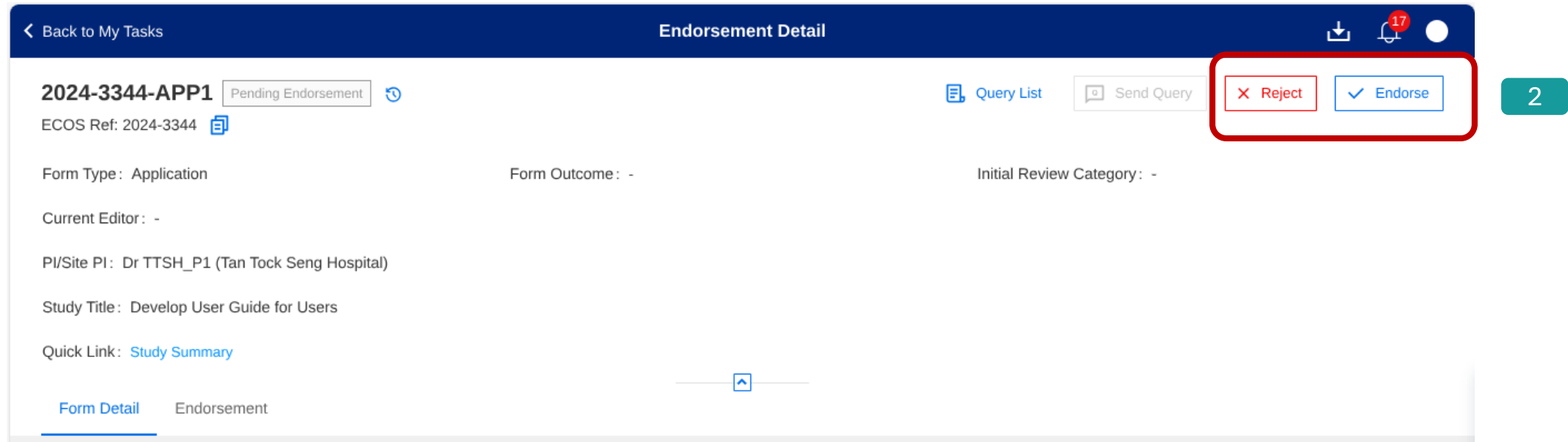
Form Ref	IRB	Study Title	PI/Site-PI Name	Department	Action
2024-3344-APP1	NHG DSRB-Domain B	Develop User Guide for Users	Dr TTSH_P1 (Tan Tock Seng Hospital)	Medical On1	
2024-3272-APP1	NHG DSRB-Domain D	New HBR Study - April 22 5:24pm UAT - Multi-site -- TTSH Edited	Prof TTSH_User_GH01 (Tan Tock Seng Hospital), Asst Prof NTFGH_User_AN01 (Ng Teng Fong General Hospital)	Gastroenterology & Hep	

- 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



The screenshot displays the 'Endorsement Detail' page for a study with ID 2024-3344-APP1. The status is 'Pending Endorsement'. The page includes a navigation bar with a 'Back to My Tasks' link and a download icon. The study details section shows the ECOS Ref, Form Type (Application), Form Outcome (-), Initial Review Category (-), Current Editor (-), PI/Site PI (Dr TTSH_P1 (Tan Tock Seng Hospital)), and Study Title (Develop User Guide for Users). A 'Quick Link' to the 'Study Summary' is provided. At the bottom, there are tabs for 'Form Detail' and 'Endorsement'. On the right side, there are buttons for 'Query List', 'Send Query', 'Reject', and 'Endorse'. The 'Reject' and 'Endorse' buttons are highlighted with a red box, and a green box with the number '2' is next to the 'Endorse' button.

- 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

The screenshot displays the 'Application Form' interface. At the top, there is a header 'Application Form' with a download icon on the right. Below this is a section titled 'Section A: Study Title'. A question is listed: '* A1. Please enter the Study Title for this Study.' To the right of this question is a teal button labeled '1' and a dropdown menu labeled 'Query' with a downward arrow. Below the question, there is a text input field containing 'Develop User Guide'. To the right of this field is another teal button labeled '2' and a button labeled '+ New Query'. A red rectangle highlights the 'Query' dropdown and the '+ New Query' button.

- **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

The screenshot displays a web interface for sending a query. On the left, the 'Application Form' is visible, showing a 'Section A: Study Title' field and a required question: '*A1. Please enter the Study Title for this Study.' with the answer 'Develop User Guide for Users'. On the right, the 'Query List' is shown, with a dropdown menu set to 'Tan Tock Seng...'. The 'Pending Query' tab is active, showing a progress bar for '0/0 Pending Handling'. A red box highlights the query header 'A1. Please enter the Study Title for this Study.' in the query list. Below this, there is a 'Query Description' field with the placeholder 'Please enter' and an 'Attachment' section with an 'Upload' button.

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

The screenshot displays the IRB application form interface. On the left, the 'Application Form' section shows the application details for '2024-3344-APP1' with a 'Pending Endorsement' status. The 'Query List' section on the right shows a list of queries. A red box highlights the '+ General/Section Query' button in the top right corner, and another red box highlights the 'General' dropdown menu in the query list header. A green box with the number '3' is next to the '+ General/Section Query' button, and a green box with the number '4' is next to the 'General' dropdown menu.

- **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 queries. On the left, there's a sidebar with a 'Back to My Tasks' link and a header for '2024-3344-APP1' with a 'Pending Endorsement' status. Below this, there's a 'Form Detail' tab and a section titled 'Application Form' with a 'Section A: Study Title' field. The main content area on the right is titled 'Query List' and shows a 'Pending Query' tab. A red box highlights the top right area, containing a 'Saved at 23-Apr-2024 15:17:54' timestamp (callout 7) and a '+ General/Section Query' link. Another red box highlights the query entry area (callout 8), which includes a checkbox, the text 'A1. Please enter the Study Title for this Study.', a 'Query Description' field with the text 'Please revise the study title' (callout 5), and an 'Attachment' section with an 'Upload' button (callout 6). A trash can icon is also visible in the query entry area (callout 8).

- **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 status is 'Pending Endorsement'. In the top right corner, there are two buttons: 'Query List' (with a red dot indicating new information) and 'Send Query'. These buttons are highlighted with red boxes and labeled with green callouts 9 and 10. Below these buttons are 'Reject' and 'Endorse' buttons. The main content area shows the 'Application Form' with sections A, B, and C. Section A is titled 'Study Title' and contains 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?'. Below this, there is a list of query items. The first item is: 'Query Item: A1. Please enter the Study Title for this Study.' with a 'Query' dropdown menu. Below the list, there is a 'Query Description: Please revise the study title'. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box and labeled with a green callout 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. The status is 'Pending Endorsement'. A green callout box with the number '1' points to the 'Query List' button, which has a red dot indicator. Below the callout, a note explains that queries need to be closed before endorsing or rejecting, and that individual queries or batches can be closed. The page also shows fields for Form Type, Form Outcome, Initial Review Category, Current Editor, and PI/Study PI. The 'Application Form' section is partially visible, showing 'Section A: Study Title' and a text input field with the value 'Develop User Guide for Users'. A green callout box with the number '2' points to the 'Manage Query' button in the bottom right corner.


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)).

Application Form

Section A: Study Title

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

Develop User Guide for Users

- After the PI/ Study Team have replied on the query, the task will be made available on your Dashboard, and you will see this  n
- 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)

The screenshot displays the 'Query List' interface for 'Tan Tock Seng...'. At the top, it shows 'Saved at 23-Apr-2024 10:32:55' and a '+ General/Section Query' link. Below this, a tab labeled 'Pending Query' is highlighted with a red box and a green callout '3'. A progress bar below the tab shows '0/3 Pending Handling' with a red box and green callout '4'. A summary bar indicates '0 Queries Selected' and a 'Batch Close' button. The main list contains three query entries. The first entry, 'A1. Please enter the Study Title for this Study.', has a red box around its 'Close Query' button with a green callout '6'. Below this entry, a response section is highlighted with a red box and green callout '5', showing a 'Revised Study Title' response from 'Dr TTSH_P1' dated '23-Apr-2024 10:32:55'. The second entry, 'B1. (b) Please select the board.', also has a 'Close Query' button. The third entry, 'D1. (a) Please select the exemption application categories.', also has a 'Close Query' button. Each entry includes a 'Further Query' button and a 'Close Query' button.

- **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** 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

9

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

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

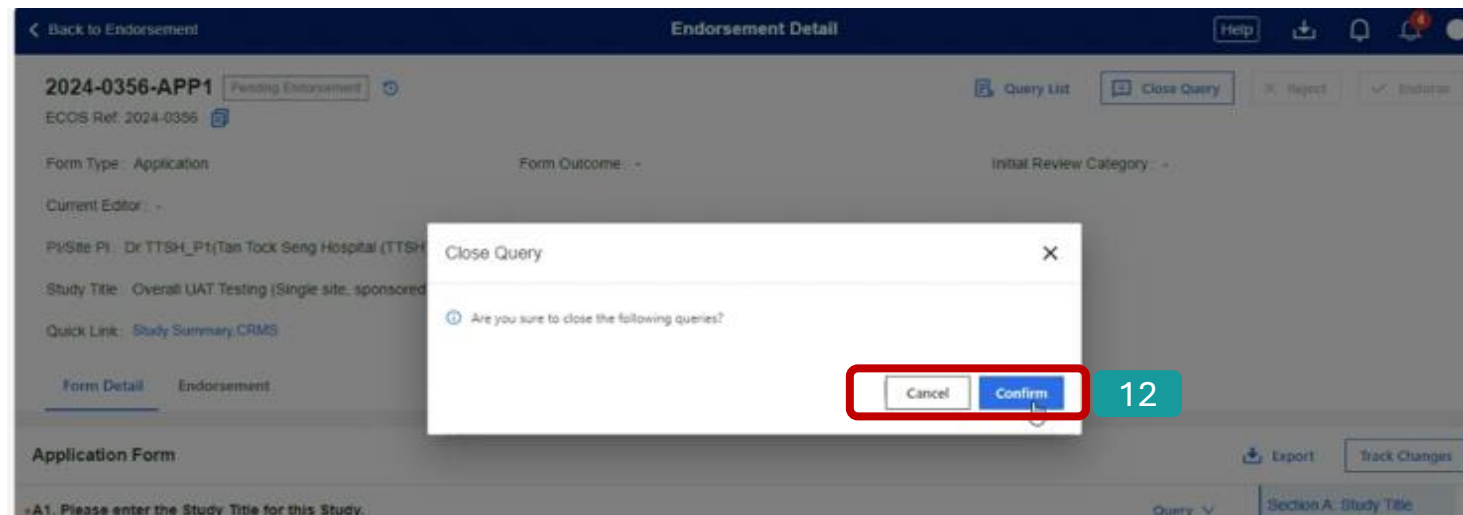
Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

- 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)



The screenshot shows the 'Endorsement Detail' page for application 2024-0356-APP1. The page includes fields for ECOS Ref, Form Type, Current Editor, PI/Site PI, Study Title, and Quick Link. In the top right corner, there are buttons for 'Close Query', 'Reject', and 'Endorse'. The 'Close Query' button is highlighted with a red rectangular box, and a teal callout box with the number '11' points to it.



This screenshot shows the same 'Endorsement Detail' page, but with a 'Close Query' confirmation pop-up box displayed in the center. The pop-up box contains the text 'Are you sure to close the following queries?' and two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular box, and a teal callout box with the number '12' points to it.

- **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](#)

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 ☐ 0 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

☐ B1. (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

3/3 Pending Handling 6

0 Queries Selected Batch Close 5 7

☐ A1. Please enter the Study Title for this Study. Closed 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

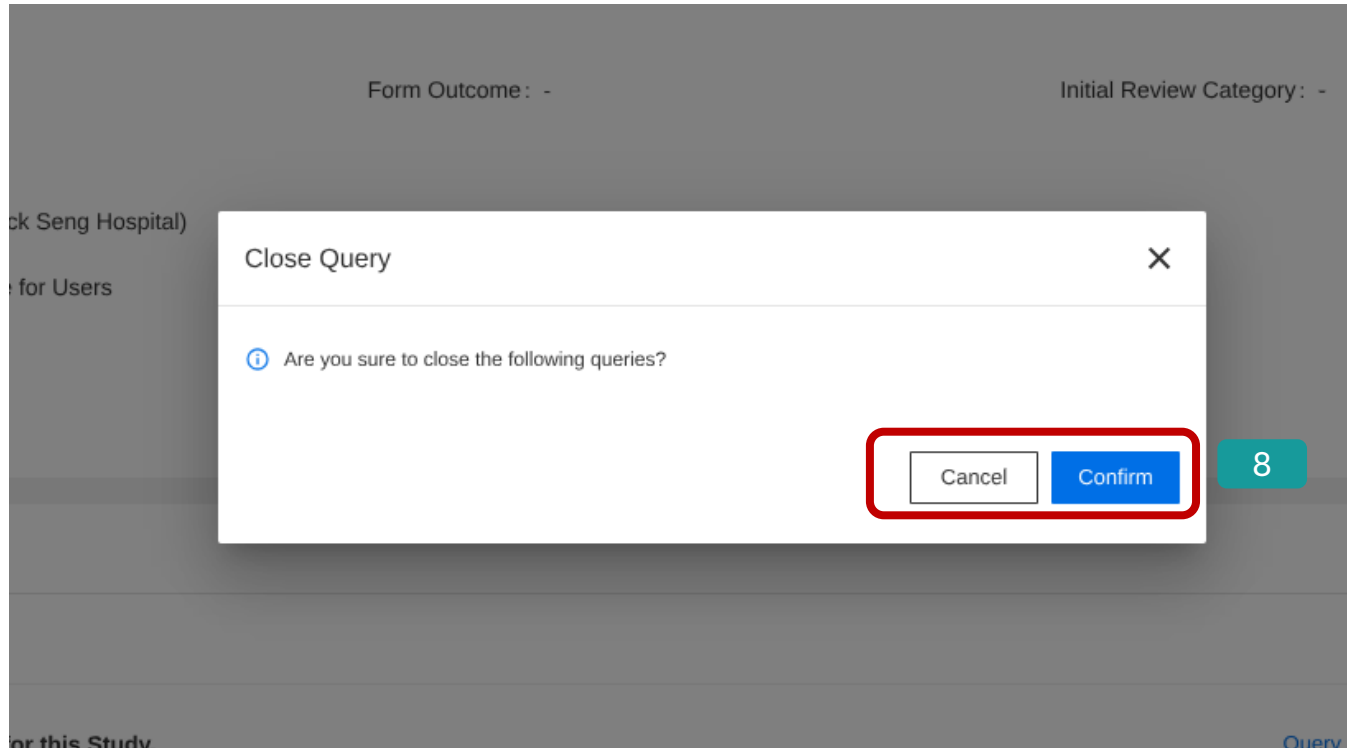
Revised to Domain B
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

☐ 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)



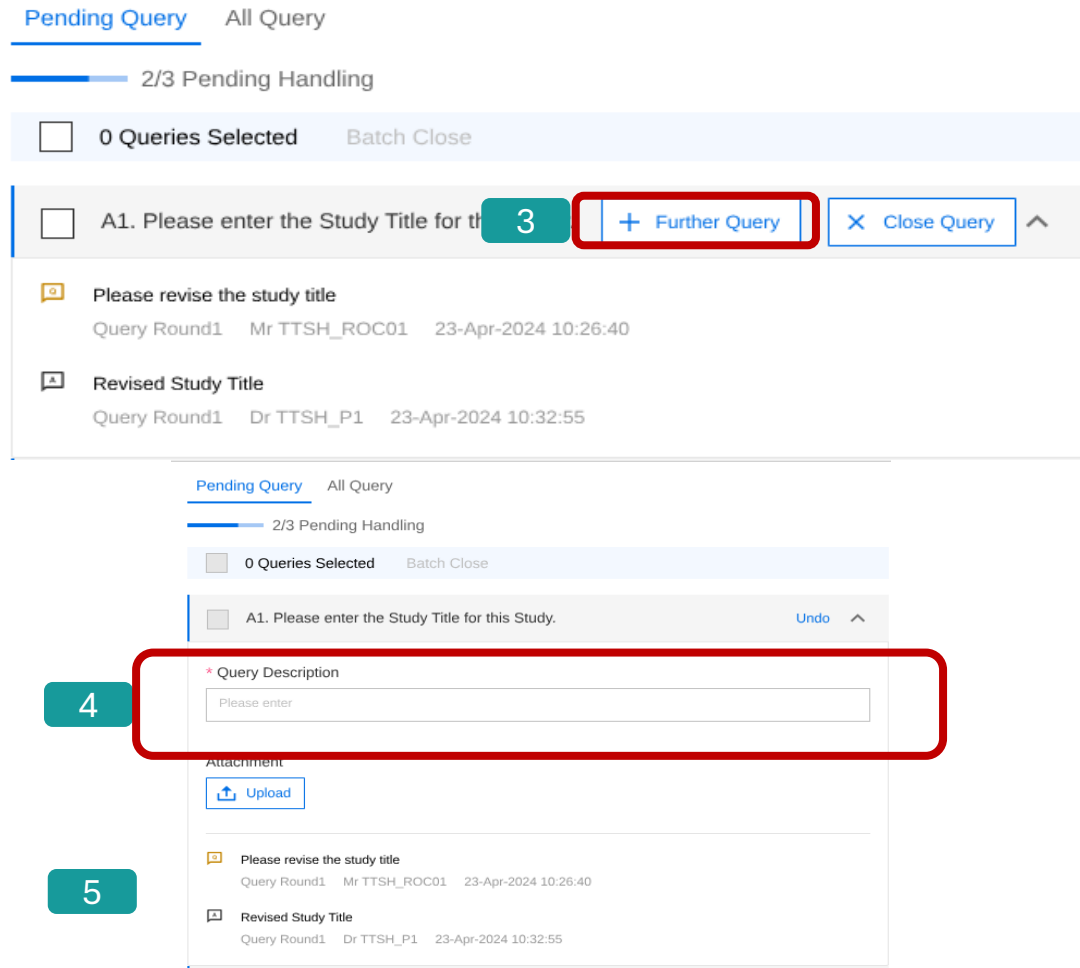
- **8** For batch closure of queries, a confirmation pop-up box will appear. If you do not wish to proceed, click on **Cancel** to return to the previous page.
- If you wish to proceed, click on **Confirm**.
- The queries have been closed successfully! You will return to Endorsement Detail Page.

3(c) Re-Query

The screenshot displays the IRB application system interface. The top navigation bar includes a 'Back to Endorsement' link, the 'Endorsement Detail' title, and icons for Help, Download, and Notifications. The main content area shows the '2024-0356-APP1' application with a 'Pending Endorsement' status. A green box with the number '1' highlights the 'Query List' button in the top right corner. Below this, the 'Application Form' section is visible, showing 'Section A: Study Title' with a text input field containing 'Develop User Guide for Users'. A green box with the number '2' highlights the 'Manage Query' button in the bottom right corner of the form section.

- 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 ^

* 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

- 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 2

Please select Please select Please select Please select

A1. Please enter the Study Title for this Study.

Please revise the 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 displays the 'Endorsement Detail' page for application 2024-0356-APP1. The 'Track Changes' button is highlighted with a red box and a green circle labeled '1'. Below it, the 'Track Change' pop-up box is shown, with the 'Export' button highlighted by a red box and a green circle labeled '2'. The pop-up box compares the 'Current Version' (2024-0356-AMD1 22-Mar-2024 14:55:53) with the 'Previous Version' (2024-0356-APP1 22-Mar-2024 13:44:39). It lists changes in green bars, such as 'No' for questions about informing participants and re-consent. A section titled 'Section B: Submission Board, Study Site, Study Investigator and Conflict of Interest' is also visible, showing a 'Study Site List' with a 'Deleted' status and a 'Study Site' entry for 'Tan-Tock-Seng Hospital (TTSH)' 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

Tan Tock Seng Hospital • Khoo Teck Puat Hospital • Woodlands Hospital • Yishun Community Hospital • TTSH Integrated Care Hub
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