

Navigating Ethics & Compliance Online System (ECOS) User Guide

Financial Conflict of Interest (FCOI) Module

(ECOS User Guide – FCOI Module , Ver 1, 7 May 24)

Financial Conflict of Interest (FCOI) Module – User Guide Contents

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1. Submit FCOI Declaration Form

The screenshot shows the ECOS Dashboard interface. The top navigation bar includes the ECOS logo, the word "Dashboard", and utility icons for Help, download, notifications, settings, and a profile icon. The left sidebar contains a navigation menu with items: Homepage, Dashboard (highlighted), My Tasks, My Notices, IRB, CRMS, FCOI (highlighted with an orange box), My FCOI List (highlighted with a blue box), and Report. The main content area features three summary cards: IRB (1 total, with a sub-table for Study: 1 and Endorsement: 0), CRMS (0 total, with a sub-table for Study Member Review: 0), and FCOI (0 total, with a sub-table for My FCOI List: 0). A "My Notices" panel on the right shows two notices: "uat test-20240131" dated 31-Jan-2024 and "UAT - Dashboard notice for all" dated 30-Jan-2024.

Category	Count
IRB	1
CRMS	0
FCOI	0

Category	Count
Study	1
Endorsement	0

Category	Count
Study Member Review	0

Category	Count
My FCOI List	0

1. Click on **My FCOI List** at the left side panel

1. Submit FCOI Declaration Form

2. Click on the **[New Declaration]** button to start a new FCOI Declaration Form

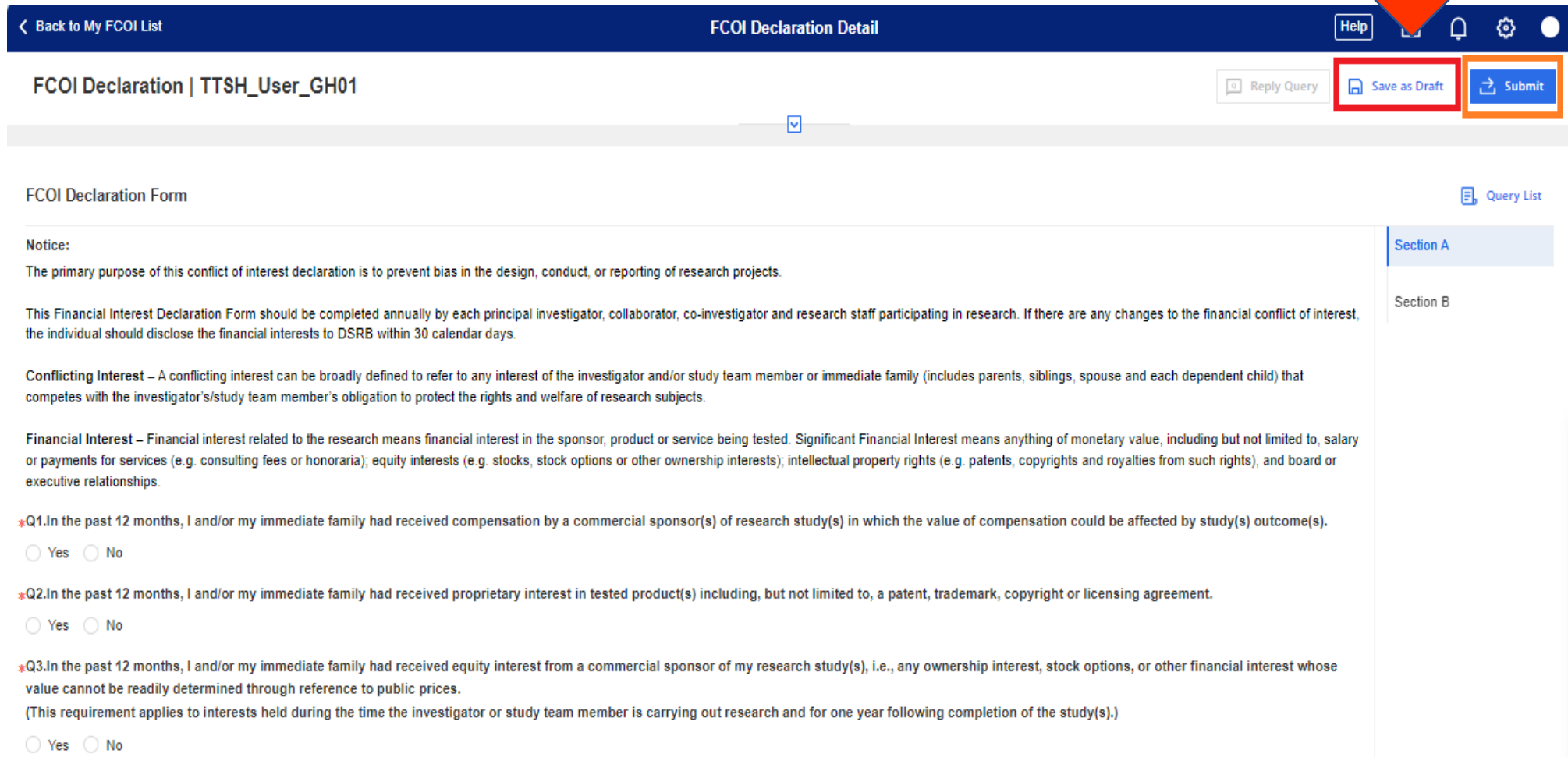
The screenshot displays the ECOS application interface for managing FCOI declarations. The top navigation bar includes the ECOS logo, the title 'My FCOI List', and utility icons for Help, download, notifications, settings, and a profile icon. A sidebar on the left provides navigation to various system components. The main content area features a table of FCOI Declaration Form Template versions, with a '+ New Declaration' button highlighted in an orange box above it. The table columns include Version, Creation Date, Initial Declaration Date, Latest Submitted Declaration Date, Outcome Date, and Action.

FCOI Declaration Form Template Version	Creation Date	Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Action
Version 1	20-Feb-2024 15:05:43	20-Feb-2024 15:07:35	20-Feb-2024 15:07:35	-	
Version 1	20-Feb-2024 14:40:37	20-Feb-2024 14:57:26	20-Feb-2024 14:57:26	20-Feb-2024	
Version 1	19-Jan-2024 10:09:33	19-Jan-2024 10:10:00	19-Jan-2024 10:10:00	20-Feb-2024	
Version 1	18-Jan-2024 20:01:56	21-Nov-2023 01:37:47	21-Nov-2023 01:37:47	21-Nov-2023	

1. Submit FCOI Declaration Form

3. Fill in **FCOI Declaration details**

4. Click **[Save as Draft]** button if you are not ready to submit your FCOI Declaration yet



The screenshot shows the 'FCOI Declaration Detail' page for user 'TTSH_User_GH01'. The page has a dark blue header with a 'Back to My FCOI List' link, a 'Help' button, and notification icons. Below the header, there are three buttons: 'Reply Query', 'Save as Draft', and 'Submit'. The 'Save as Draft' button is highlighted with a red box and a red arrow pointing down to it. The 'Submit' button is highlighted with an orange box and an orange arrow pointing left to it. The main content area contains the 'FCOI Declaration Form' with a 'Notice' section and three questions (Q1, Q2, Q3) with radio button options for 'Yes' and 'No'. A 'Query List' sidebar is visible on the right with 'Section A' and 'Section B' options.

5. When you are ready to submit to the FCOI Secretariat for review, click the **[Submit]** button

2. Respond to FCOI Secretariat's Queries

ECOS My FCOI List

Help [Download] [Notification]

+ New Declaration Columns Export

Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Form Status	Form Outcome	Action
22-Feb-2024 15:23:16	22-Feb-2024 15:23:16	-	Pending User Reply	-	
19-Jan-2024 10:17:21	19-Jan-2024 10:17:21	19-Jan-2024 10:49:33	Review Completed	Approved	
23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	Review Completed	Approved	

1. Click on **My FCOI List** at the left side panel

2. Scroll to the right to check **Form Status**

If it is **"Pending User Reply"**, then your action is required

3. Click on the **eye icon** to open the FCOI Declaration Form

2. Respond to FCOI Secretariat's Queries


FCOI Declaration | Dr TTSH_User_ID02 Pending User Reply 

 Reply Query and Re-submit



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

 Export

 Query List ●

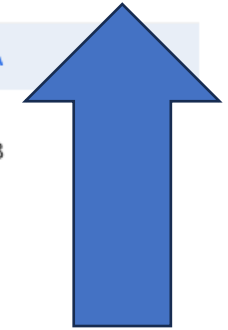
Notice:

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

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

Section A

Section B




The red dot indicates that there is a query to address

4. Click on **Query List** to view the query/queries from the FCOI Secretariat

2. Respond to FCOI Secretariat's Queries

FCOI Declaration | Dr TTSH_User_DI Pending User Reply 



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

Notice:

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

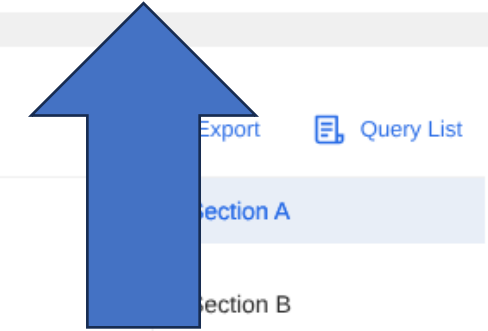
This Financial Interest Declaration Form should be completed annually by each principal investigator, collaborator, co-investigator and research staff participating in research. If there are any changes to the financial conflict of interest, the individual should disclose the financial interests to DSRB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

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

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

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

Yes No



5. After you have addressed the queries from the FCOI Secretariat and edited your FCOI Declaration Form (if applicable), click the **[Reply Query and Re-submit]** button to send the responses and FCOI Declaration Form back to the FCOI Secretariat

3. Shortcut to FCOI Declaration Form from IRB Application Form

Submission Detail

ECOS Ref. - [icon]

Form Detail

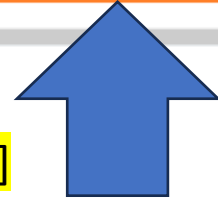
Application Form

* National University Hospital (NUH) * Yes Edit Delete

Investigator List + Add

Investigator	Department	Institution	Profile and Minimum Training	Conflict of Interest	Action
Investigator	Infectious Diseases	National University Hospital (NUH)	Detail	Did Not Submit	Edit Delete

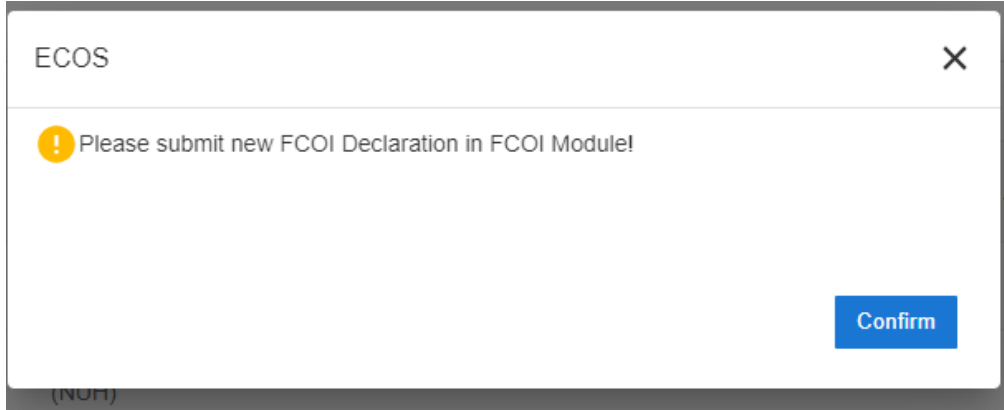
If you are a PI/Site PI/Co-Investigator and have not submitted the FCOI Declaration, you will see this blue hyperlink **Did Not Submit** under Section B of the IRB Application Form.



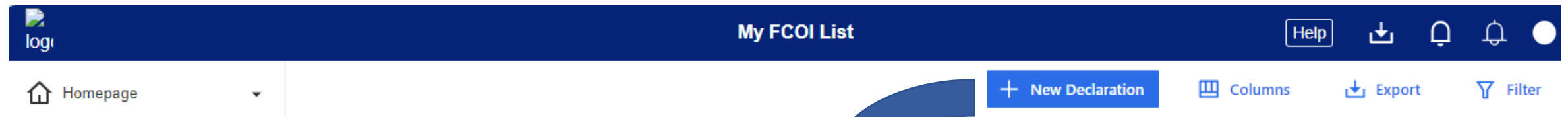
1. Click on **Did Not Submit** hyperlink

You can click on the hyperlink shortcut to create and submit the FCOI Declaration Form.

3. Shortcut to FCOI Declaration Form from IRB Application Form



2. There will be a pop-up message. Click **[Confirm]**



3. The My FCOI List page will open in another tab

Click on the **[New Declaration]** button to start a new FCOI Declaration Form

Once completed, submit it to the FCOI Secretariat for review

FCOI Secretariat Contact

Email: DSRB_FCOI@nhg.com.sg