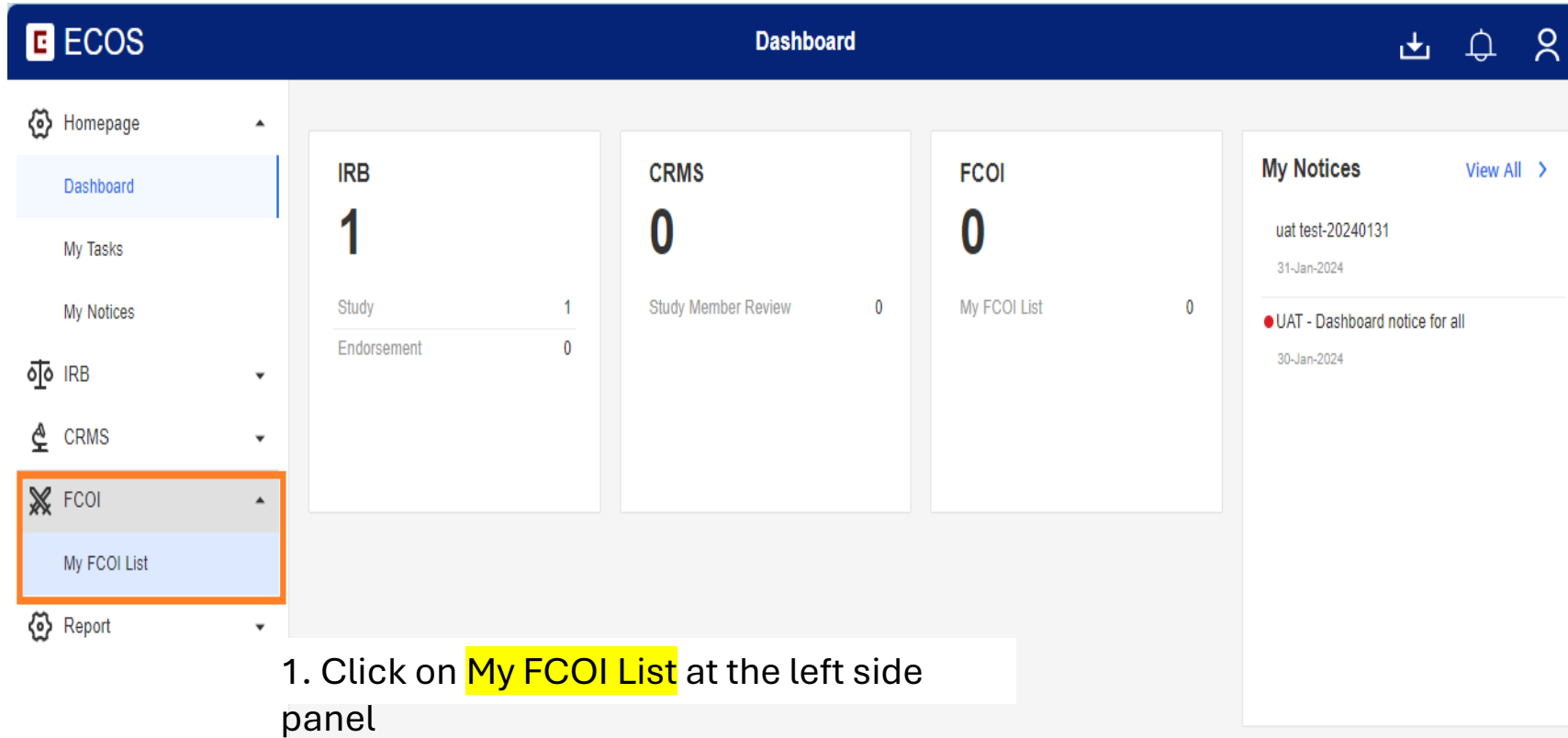


ECOS User Guide: Financial Conflict of Interest (FCOI) Module

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1. Submit FCOI Declaration Form



The screenshot displays the ECOS Dashboard interface. The top navigation bar is dark blue with the ECOS logo on the left, the word "Dashboard" in the center, and download, notification, and user icons on the right. The left sidebar contains a list of navigation items: "Homepage" (with a gear icon), "Dashboard" (highlighted in light blue), "My Tasks", "My Notices", "IRB" (with a magnifying glass icon), "CRMS" (with a magnifying glass icon), "FCOI" (highlighted with an orange border and a magnifying glass icon), "My FCOI List" (highlighted in light blue), and "Report" (with a gear icon). The main content area features four summary cards: "IRB" with a large "1" and a table showing "Study" (1) and "Endorsement" (0); "CRMS" with a large "0" and a table showing "Study Member Review" (0); "FCOI" with a large "0" and a table showing "My FCOI List" (0); and "My Notices" with a "View All" link and two notices: "uat test-20240131" dated "31-Jan-2024" and "UAT - Dashboard notice for all" dated "30-Jan-2024".

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

1. Submit FCOI Declaration Form

ECOS My FCOI List

+ New Declaration Columns Export

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	

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

1. Submit FCOI Declaration Form

FCOI Declaration Detail

FCOI Declaration | TTSH_User_GH01

3. Fill in FCOI Declaration details

FCOI Declaration Form

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

*Q2. In the past 12 months, I and/or my immediate family had received proprietary interest in tested product(s) including, but not limited to, a patent, trademark, copyright or licensing agreement.

☐ Yes ☐ No

*Q3. In the past 12 months, I and/or my immediate family had received equity interest from a commercial sponsor of my research study(s), i.e., any ownership interest, stock options, or other financial interest whose value cannot be readily determined through reference to public prices.

(This requirement applies to interests held during the time the investigator or study team member is carrying out research and for one year following completion of the study(s).)

☐ Yes ☐ No

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

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

+ 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 15:39:33	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

Notice:

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Export

Query List

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:

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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.

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*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

Export

Query List

Section A

Section B

Reply Query and Re-submit

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

Restricted, Sensitive - Normal


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3. Shortcut to FCOI Declaration Form from IRB Application Form

[Back to Submission List](#)

Submission Detail

Help

ECOS Ref: - 

Form Detail

Application Form

* National University Hospital (NUH)

* Yes

Edit Delete

Investigator List

[+ Add](#)

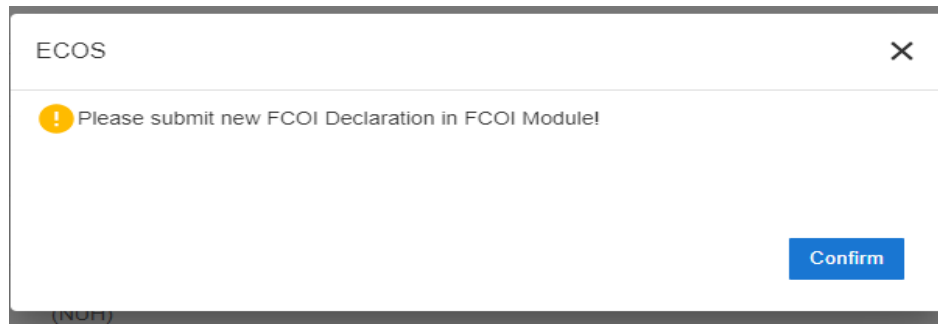
Investigator	Department	Institution	Profile and Minimum Training	Conflict of Interest	Action
Principal Investigator	Infectious Diseases	National University Hospital (NUH)	Detail	Did Not Submit	Edit Delete

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.

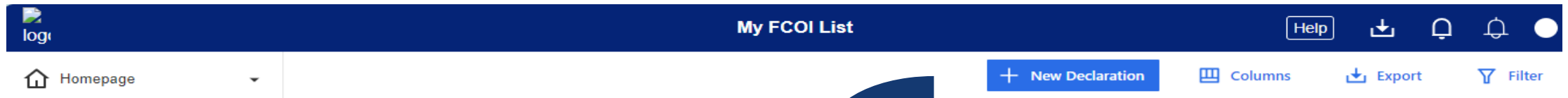
You can click on the hyperlink shortcut to create and submit the FCOI Declaration Form.

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

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

4. FCOI Secretariat Contact

Email: Nhgggroup.DSRB.FCOI@nhghealth.com.sg



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