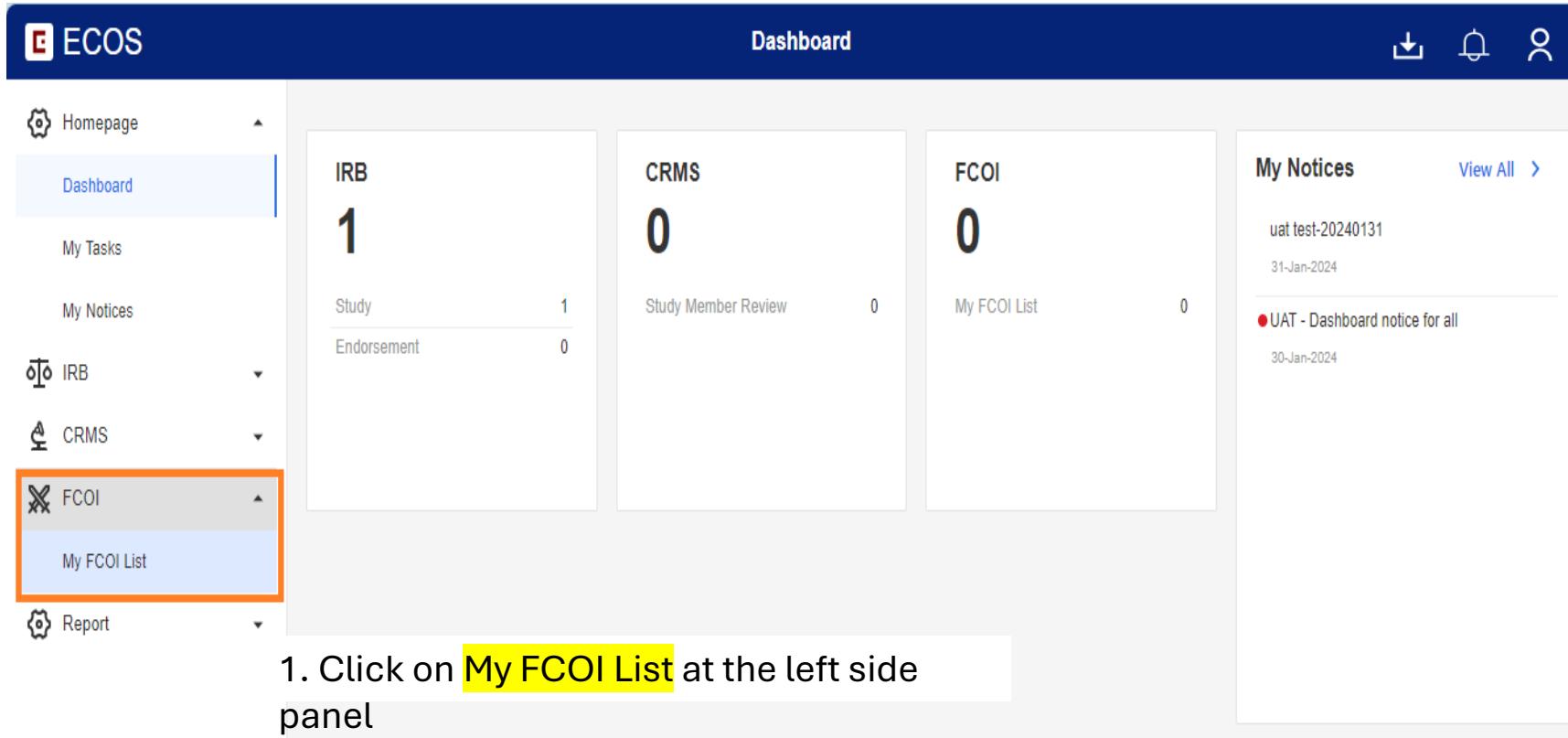


ECOS User Guide: Financial Conflict of Interest (FCOI) Module

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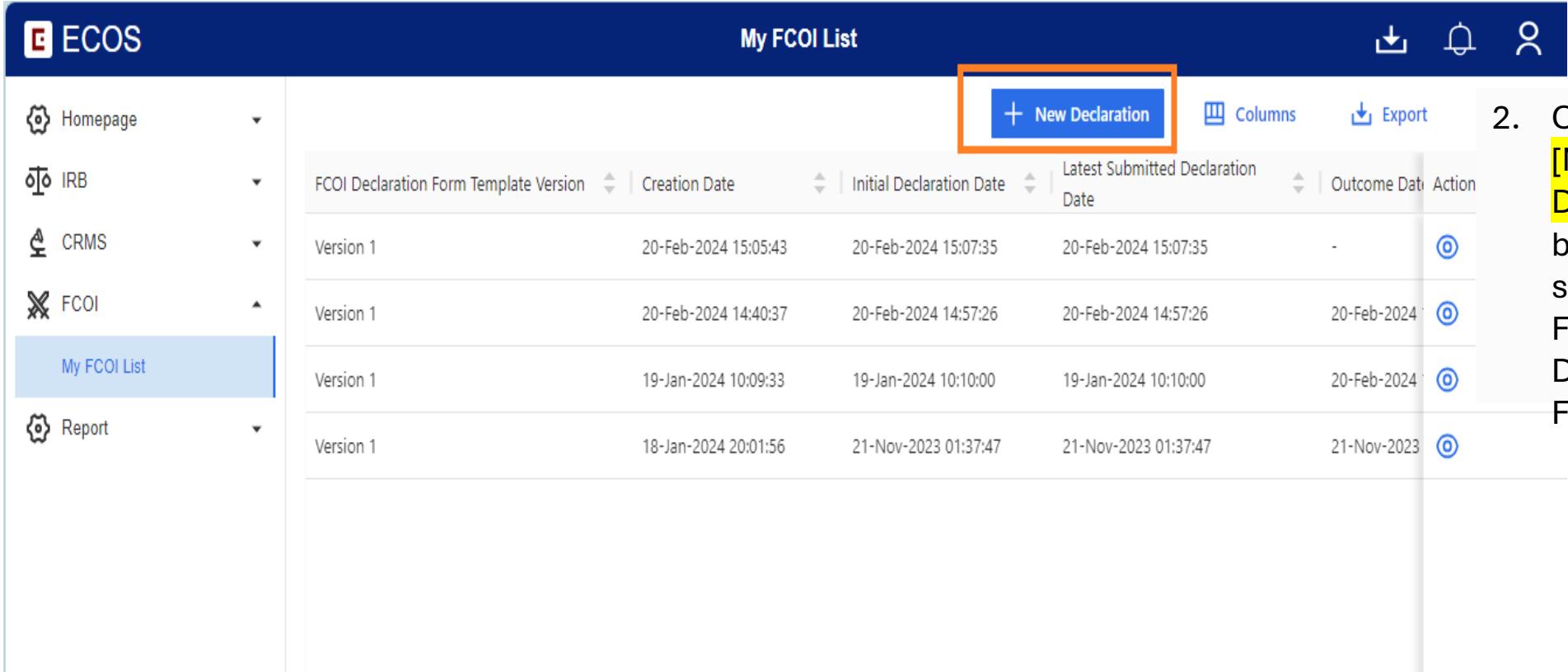
1. Submit FCOI Declaration Form



The image shows the ECOS (Electronic Clinical Outcome Software) dashboard. The top navigation bar is dark blue with the ECOS logo on the left and 'Dashboard' in the center. On the far right are icons for download, notifications, and user profile. The left sidebar has a 'Homepage' icon, 'Dashboard' (which is selected and highlighted in blue), 'My Tasks', 'My Notices', 'IRB' (with a dropdown arrow), 'CRMS' (with a dropdown arrow), 'FCOI' (with a dropdown arrow and highlighted in orange), and 'Report' (with a dropdown arrow). The main content area has four cards: 'IRB' (1 Study, 1 Endorsement), 'CRMS' (0 Study Member Review, 0 Endorsement), 'FCOI' (0 My FCOI List), and 'My Notices' (with a 'View All' link). A callout box with a yellow border and black text points to the 'My FCOI List' option in the FCOI dropdown menu. The text inside the callout box reads: '1. Click on My FCOI List at the left side panel'.

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 shows the ECOS interface with the 'My FCOI List' page selected. The 'New Declaration' button is highlighted with a red box. The table below lists four FCOI declaration versions with columns for Template 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

[Back to My FCOI List](#)

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).)

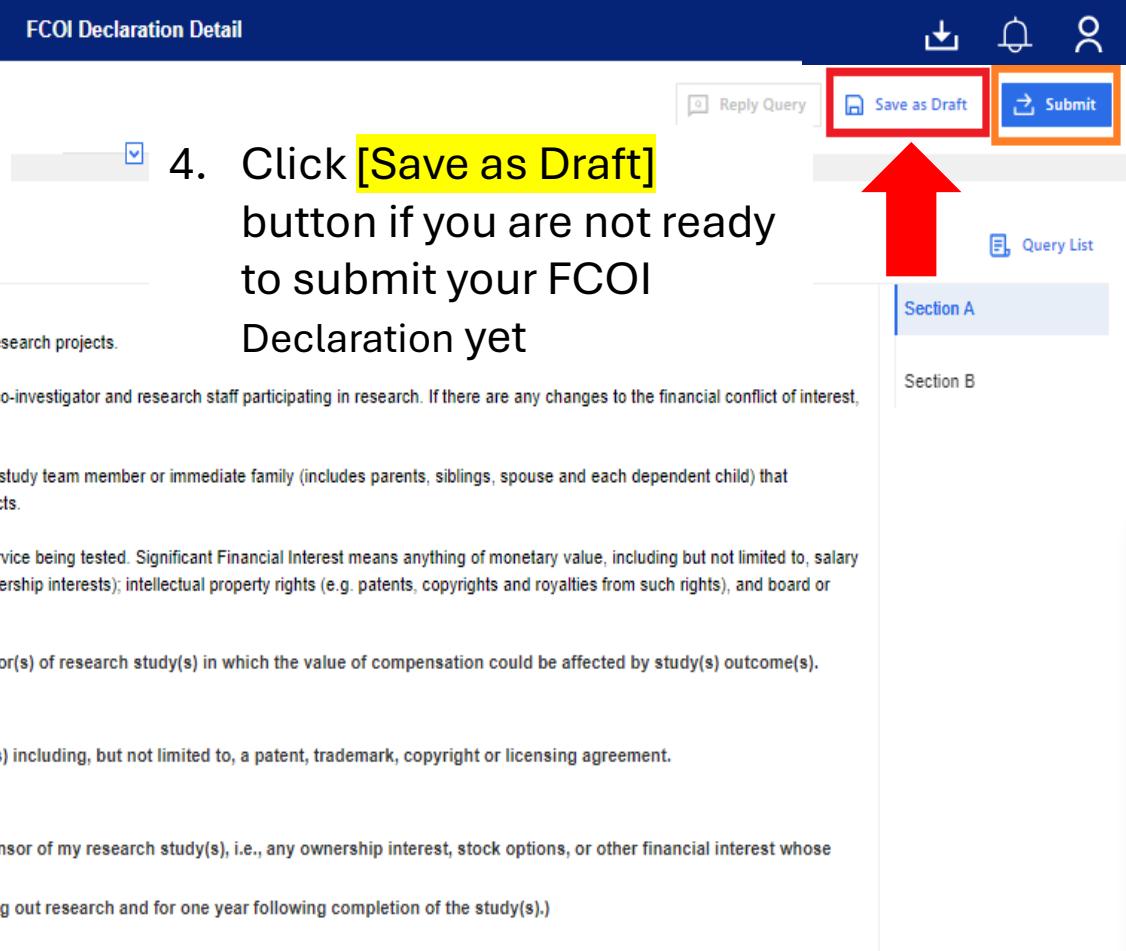
Yes No

Reply Query

Section A

Section B

Query List



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



My FCOI List

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	-	<ul style="list-style-type: none">Pending User Reply	<ul style="list-style-type: none">Review CompletedApproved	
19-Jan-2024 10:17:21	19-Jan-2024 10:17:21	19-Jan-2024 15:23:33	<ul style="list-style-type: none">Review Completed	<ul style="list-style-type: none">Approved	
23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	<ul style="list-style-type: none">Review Completed	<ul style="list-style-type: none">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 TTS defense ID02 Pending User Reply ①

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 Export Query List

Notice:
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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).

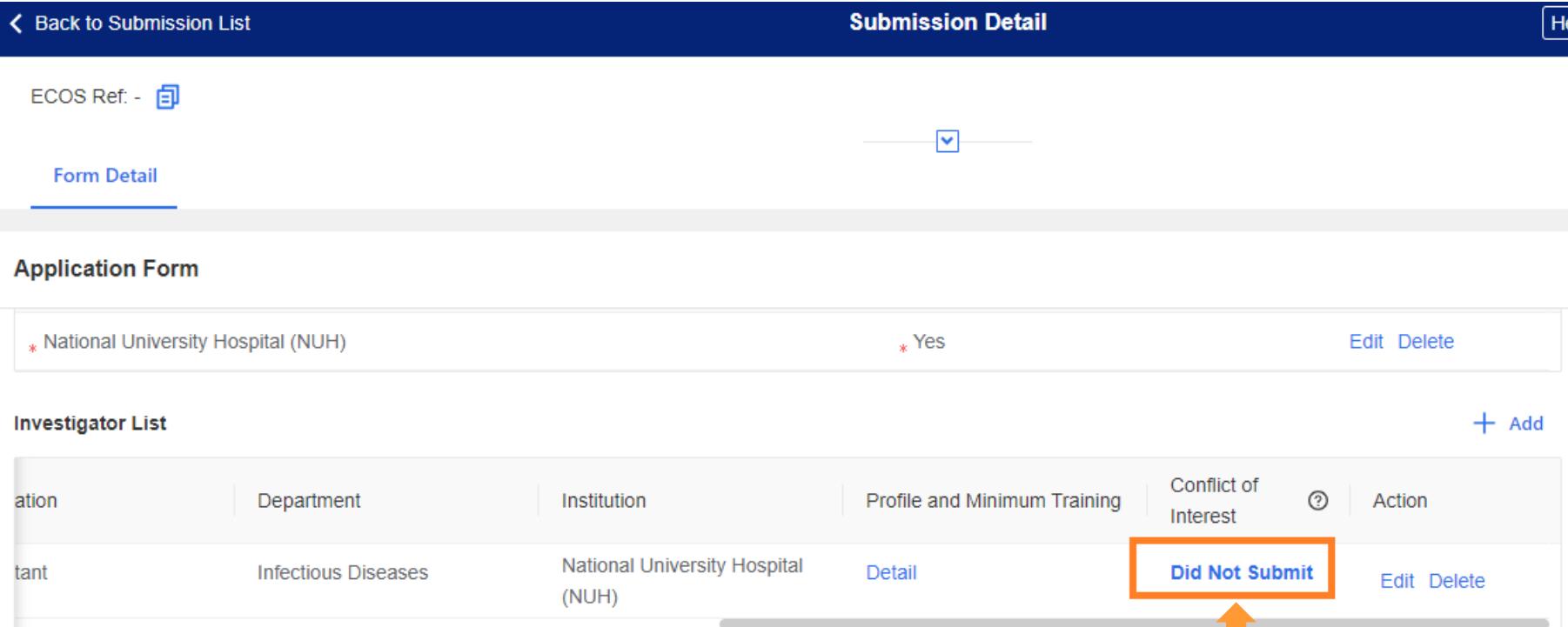
Yes No

Reply Query and Re-submit

Section B

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



The screenshot shows the 'Submission Detail' page of an IRB application. At the top, there is a 'Back to Submission List' link, a 'Submission Detail' title, and a 'Help' button. Below this, the 'Form Detail' section is visible. The 'Application Form' section contains a table with a single row: 'National University Hospital (NUH)' in the 'Institution' column, 'Yes' in the 'Conflict of Interest' column, and 'Edit Delete' buttons. The 'Investigator List' section follows, with a table showing one investigator: 'Infectious Diseases' in the 'Department' column, 'National University Hospital (NUH)' in the 'Institution' column, 'Detail' in the 'Profile and Minimum Training' column, and 'Did Not Submit' in the 'Conflict of Interest' column. There is also an 'Edit Delete' button for this row. A blue arrow points from the text 'Click on [Did Not Submit] hyperlink' to the 'Did Not Submit' link in the table.

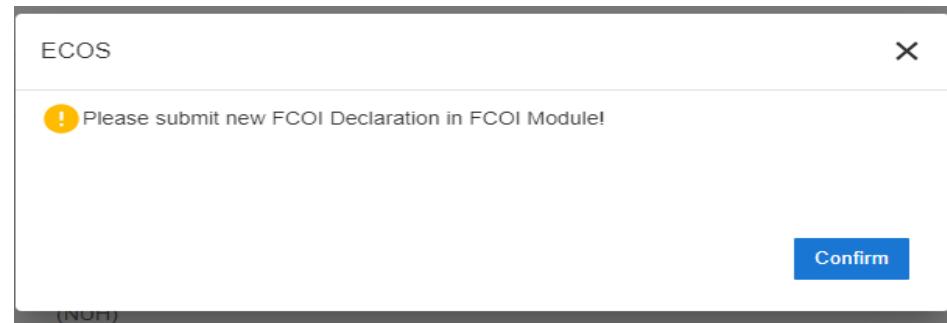
Role	Department	Institution	Profile and Minimum Training	Conflict of Interest	Action
Investigator	Infectious Diseases	National University Hospital (NUH)	Detail	Did Not Submit	Edit Delete

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

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