HOW TO
PREPARE FOR IRB SUBMISSIONS
User Profiles, Minimum Training and FCOI Declarations

National Healthcare Group — Adding years of healthy life

ECOS - ATTENTION INVESTIGATORS!!

PRINCIPAL INVESTIGATOR (PI)

SITE-PI

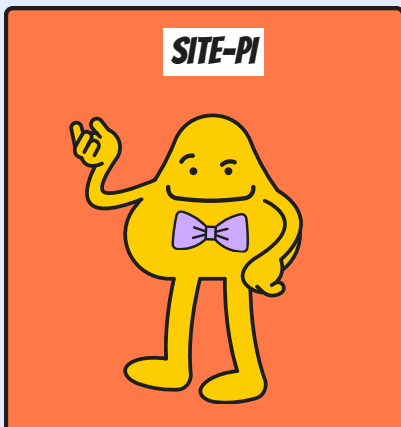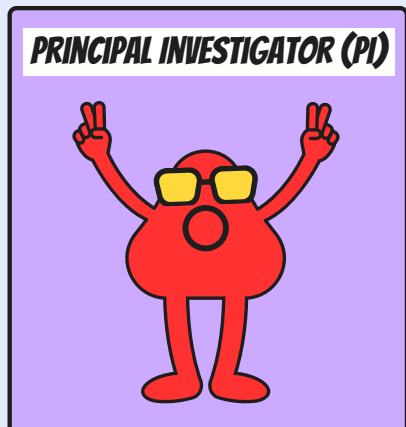**CO-INVESTIGATOR**

To successfully submit a **new study application or study amendment** on ECOS, **PI, Site-PI and Co-I(s) listed in Section B2 of the IRB application form** will need to ensure the following are completed:
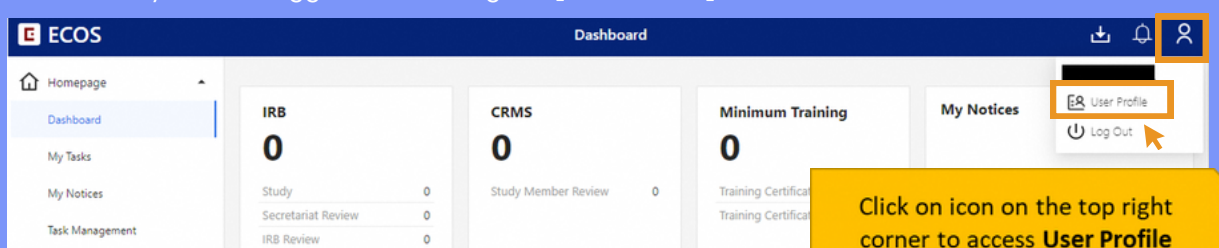
1) User Profile

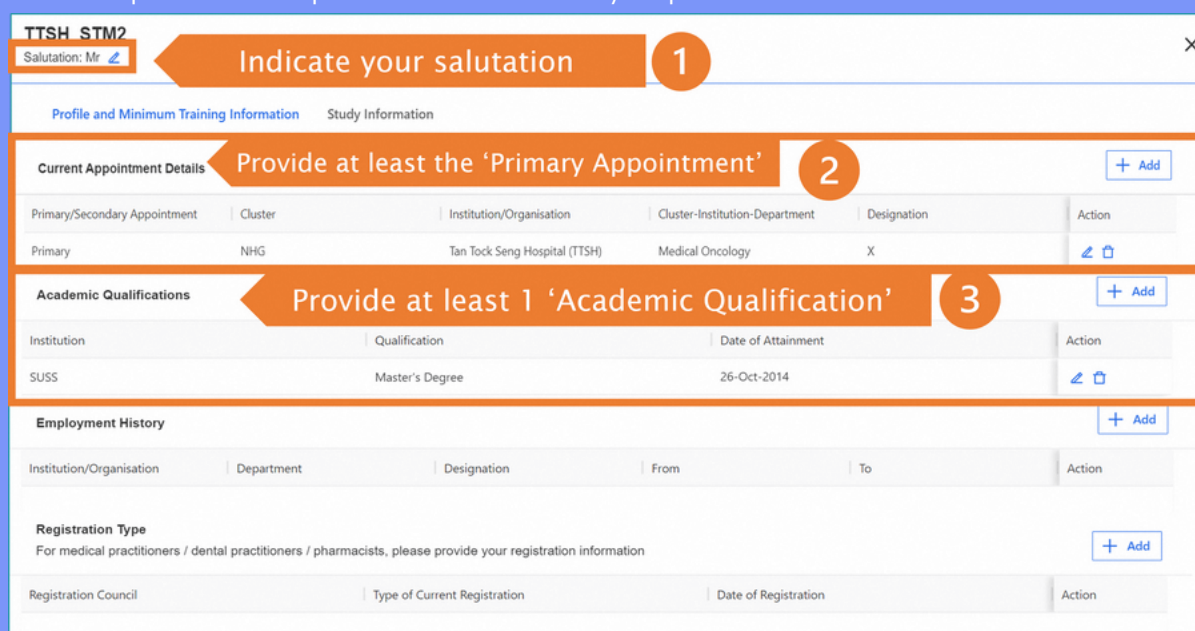2) Minimum Training

3) FCOI Declarations

- Step by Step Guide -

1 Set Up Your User Profile
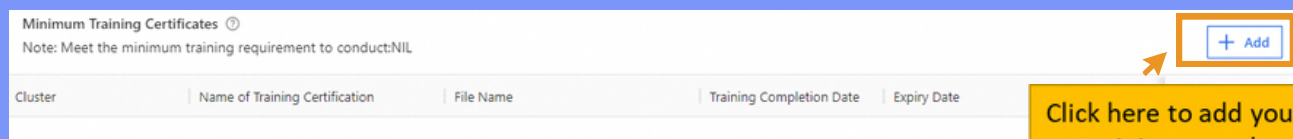
• Once you have logged into ECOS, go to **[User Profile]**

Click on icon on the top right corner to access **User Profile**

TTSH_STM2

Salutation: M

① Indicate your salutation

Current Appointment Details — ② Provide at least the 'Primary Appointment'

Primary/Secondary Appointment	Cluster	Institution/Organisation	Cluster-Institution-Department	Designation	Action
Primary	NHG	Tan Tock Seng Hospital (TTSH)	Medical Oncology	X	

Academic Qualifications — ③ Provide at least 1 'Academic Qualification'

Institution	Qualification	Date of Attainment	Action
SUSS	Master's Degree	26-Oct-2014	

Employment History

Institution/Organisation	Department	Designation	From	To	Action

Registration Type
For medical practitioners / dental practitioners / pharmacists, please provide your registration information

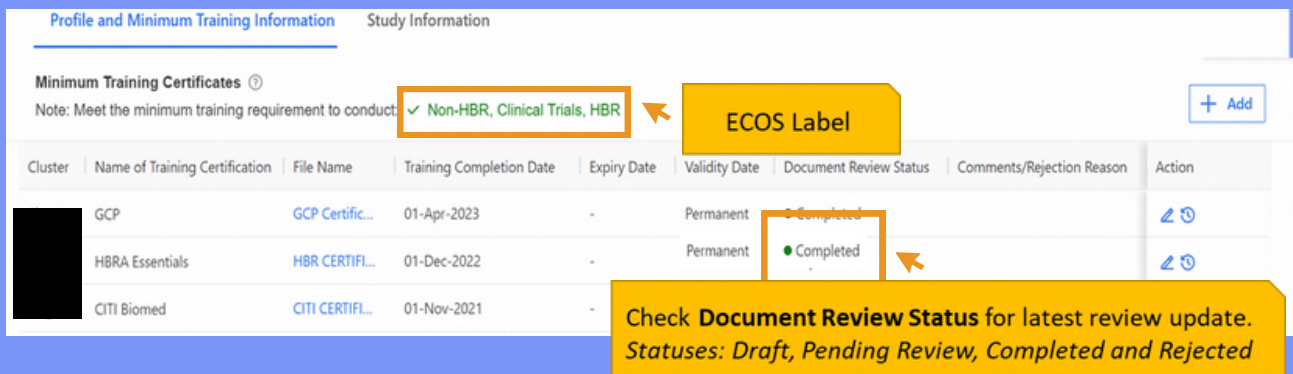| Registration Council	Type of Current Registration	Date of Registration	Action

2 Submit Your Minimum Training Certificates For Verification

• Under **[User Profile]**, scroll to the **[Minimum Training Certificates]** section
• Submit your Minimum Training Certificates to the **ECOS Minimun Training Secretariat** for verification

Minimum Training Certificates
Note: Meet the minimum training requirement to conduct:NIL

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date

Click here to add your training records

• When all relevant minimum training certificates have been successfully verified, you will receive the corresponding ECOS label on your profile

Minimum Training Certificates
Note: Meet the minimum training requirement to conduct: ✓ Non-HBR, Clinical Trials, HBR ← ECOS Label

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
	GCP	GCP Certifi...	01-Apr-2023	-	Permanent	● Completed		
	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	Permanent			
	CITI Biomed	CITI CERTIFI...	01-Nov-2021	-	Permanent	● Completed		

Check **Document Review Status** for latest review update.
Statuses: Draft, Pending Review, Completed and Rejected

What Is an ECOS Label?

PI, Site PI and Co-Investigators will need the relevant "labels" in order to submit the corresponding type of study selected in Section D of the IRB Application Form

For Staff of NHG and Partner Institutions

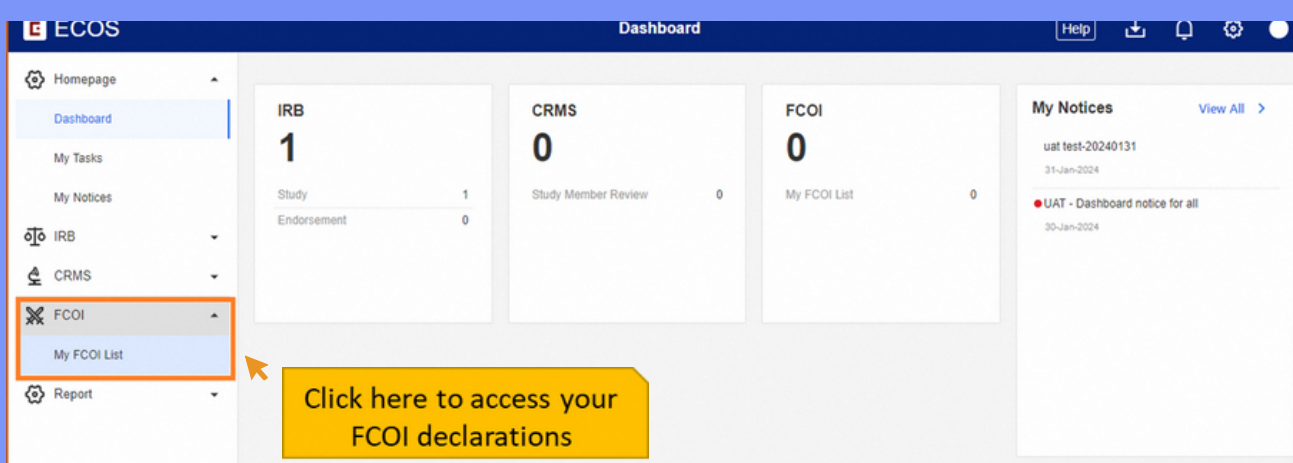| Label	Type of Study	Minimum Training Requirements
Non-HBR	Non-Human Biomedical Research	CITI Biomed CITI FCOI
HBR	Human Biomedical Research	CITI Biomed CITI FCOI HBR Minimum Training*
Clinical Trials	Clinical Trials regulated by HSA	GCP CITI FCOI
SBE	Social, Behavioural, Educational Research *(applicable to submissions to NHG DSRB Domain F)*	CITI SBE CITI FCOI

Note: Please refer to your cluster's/institution's minimum training policy/requirements

*Name of HBRA Training Certification might differ for different cluster/institution

Refer to the **NHG Investigator Manual** in the NHG Research Website for the List of NHG and Partner Institutions

3 Submit Your FCOI Declaration

• Go to **[Dashboard]** › **[FCOI]** › **[My FCOI List]**

Click here to access your FCOI declarations

Click here to submit a new declaration

• Incomplete user profile, minimum training and FCOI declarations for **other study team members listed in the ECOS CRMS module** (e.g., Collaborators and Study Coordinators) will **not** hinder the submission of new study application or study amendments on ECOS.

• However, PI/ Site PI must ensure that they complete the necessary trainings and declarations in a timely manner.

The Compliance (DNC & SAE) Module is now LIVE on ECOS!

Moving forward, all Research Institution reviews on:
• Study Deviation/ Non-Compliance Report (DNC) and
• Serious Adverse Event Report (SAE)
arising from Human Biomedical Research (HBR) studies will be carried out on ECOS.

The module user guide is now available here: https://for.sg/guides