

# ECOS Series

# HOW TO

# ADD TEAM MEMBERS

Using Clinical Research Management System (CRMS) - User Authorisation List (UAL)



The ROAM Account Profile of Collaborators and Study Administrators are NOT migrated to ECOS even if they are involved in active studies

## ECOS - WHERE ARE MY TEAM MEMBERS?



**YAY! My study has finally migrated to ECOS!**

**PRINCIPAL INVESTIGATOR**

**My Co- Investigators and I can see the IRB application form and study CRMS!**

Time to party!

**CO-INVESTIGATOR**

**But where are all my previous ROAM collaborators and study administrators...**

I have so many other studies...

**I know what to do!**

**My Co-Investigators or I can add other team members, such as our Study Coordinator, to the CRMS study site User Authorisation List (UAL)**

**STUDY COORDINATOR**

**Our Study Coordinator can then add other team members to the UAL. Once added, they will have IMMEDIATE access to the IRB application form and CRMS information**

**Roles Available on CRMS**

**SPONSOR**   **STUDY ADMINISTRATOR**   **STUDY TEAM MEMBER**



Once team members are added by non-PI (e.g., Study Coordinator), **PI can choose to:**

- **Endorse\*** - This would also give Study Team Member and Study Administrator roles additional access to **site level** information on CRMS, **or**
- **Deactivate** - If access was not appropriately given

\*Endorsement function is only available for IRB approved studies

## Principal Investigator (PI)

How Do I Add My Team Members to My Studies on ECOS?

**1**

### Register

Your team members would need to register for an ECOS Account here:  
<https://www.ecos-research.com.sg/login/>

**2**

### Locate Your Study

You or your Co-Investigators listed in the IRB application form will be able to see the CRMS module.

1. Click to release dropdown menu.

2. Click to see the list of studies available.

3. Click to filter for your study

4. Click to view your study

**3**

### Add Team Members

- Find the User Authorisation List (UAL)
- Search for your team members using their email address.

Note: PI, Site PI and Co-Investigators listed in the IRB initial application/amendment form will be automatically synced into CRMS UAL.

1. Click on User Authorisation List

2. Click on Add

3. Enter full exact email address and click the search icon. Double click the correct user to select

4. Click the appropriate role: Study Sponsor, Study Administrator or Study Team Member

5. Click submit

Once you (PI) assign your team members, they will have IMMEDIATE access to:

- View and edit IRB submissions and documents
- View and edit **study and site level** information and UAL on CRMS

The CRMS User Guide is now available here: <https://for.sg/guides>

ECOS Launch Support for NHG Announcements

<https://for.sg/ecos-announcements>

ECOS Launch Support for NHG Frequently-Asked-Questions

<https://for.sg/ecos-faq>

ECOS Launch Support for NHG User Guides

<https://for.sg/guides>