

Clinical Research Management System (CRMS) Module

Contents

1.	Overview CRMS
2.	User Access Matrix
3.	CRMS Page Level
4.	CRMS Research Office Administrators
5.	CRMS Access
6.	Study List
7.	Study Information – Basic Information
8.	Study Information – Regulatory Information
9.	Site Information
10.	User Authorisation List
11.	Milestones

12.	Participants – Recruitment Numbers
13.	Participants – Participant List
14.	Participants – Study Configuration
15.	Study Member Review
16.	Creating IRB Application by STM/SA/SS
17.	Mandatory Fields for Pharmaceutical / Industry-Sponsored Studies
18.	CRMS General Page Functions
19.	Email Notifications
20.	CRMS Reports

1 Overview Clinical Research Management System (CRMS)

Why CRMS?

- Harmonised processes between CIRB and DSRB where non-investigators (study team members and administrators) will no longer require IRB's approval
- Enabled controlled access for investigators, study members and study sponsors

What is Mandatory?

- Sponsor / CRO billing information – mandatory for Pharmaceutical/ Industry Sponsored study
- User Authorisation List (UAL) – mandatory when non-investigators need IRB access or access to other modules (e.g. Audits, monitoring and compliance)

How to Access CRMS?

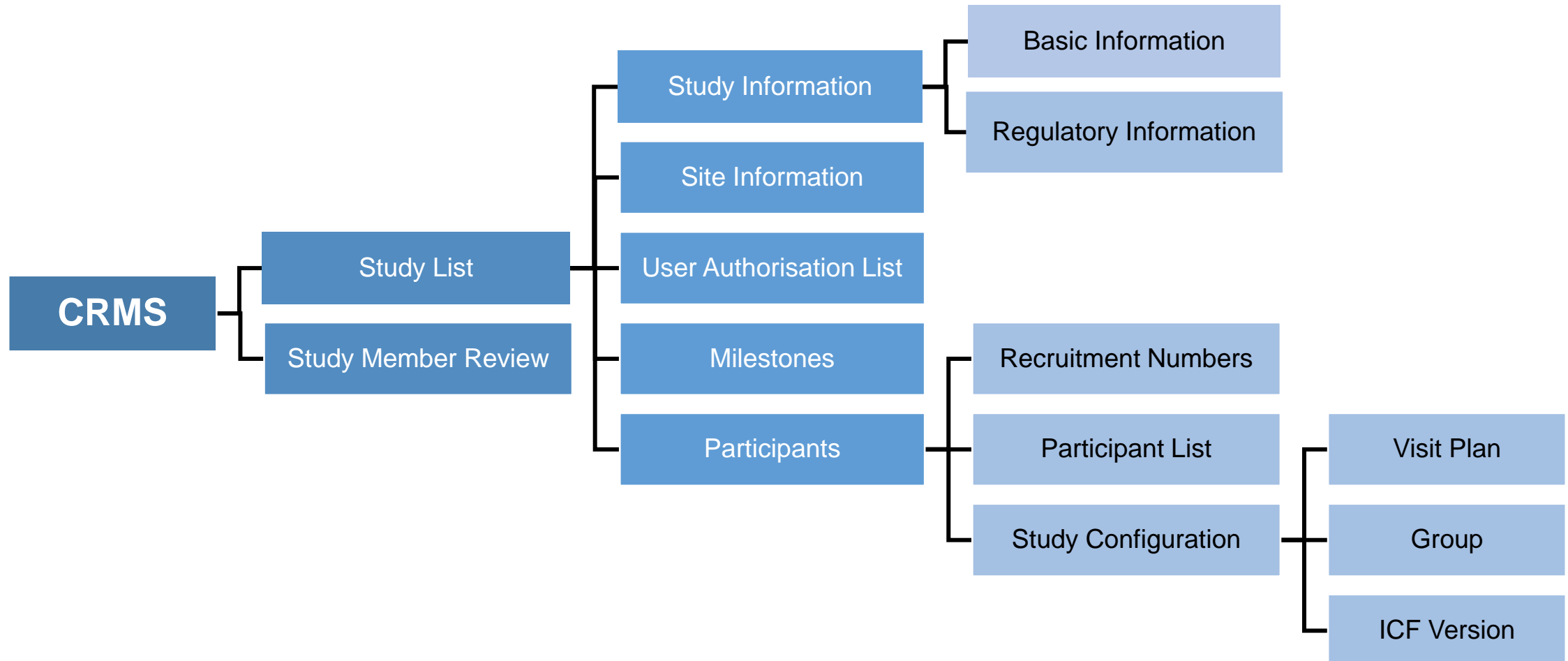
- ECOS Menu > CRMS
- IRB Form > Quick Link to CRMS

What CRMS Role Should I assign My Study Member in UAL?

- Study Team Member (STM) - Person performing day-to-day research activities
- Study Administrator (SA) - Admin staff helping with documents, logistics
- Sponsor (SS) - Sponsor / CRO Staff (CTA, CRA, CTM)

1 Overview Clinical Research Management System (CRMS)

Research toolkit to help researchers record, track and manage their respective clinical research projects and activities.



1 Overview Clinical Research Management System (CRMS)

The 5 main functions of CRMS.



The use of CRMS module is optional except for these two sections.

Study Information

- Sponsor, CRO contact details
- IRB review fees billing contact details
- Regulation information (e.g. submission details)

Mandatory for **Pharmaceutical/ Industry Sponsored** study (as per **Section C1** in the IRB application form)

Site Information

- Primary & backup site coordinators
- Funding/ Grant details
- Study agreement information
- Sponsor/CRO contract
- Publications and presentations

User Authorisation List

- Study team members/ Sponsors added on draft IRB form
- 3 types of roles can be assigned (each affecting their access in CRMS): Study Sponsor, Study Administrator and Study Team Member
- PI, Site-PI and Co-I will be auto-synced from IRB App Form

Mandatory if other **non-investigator** study team members require **access to the IRB** documents and submissions

Milestones

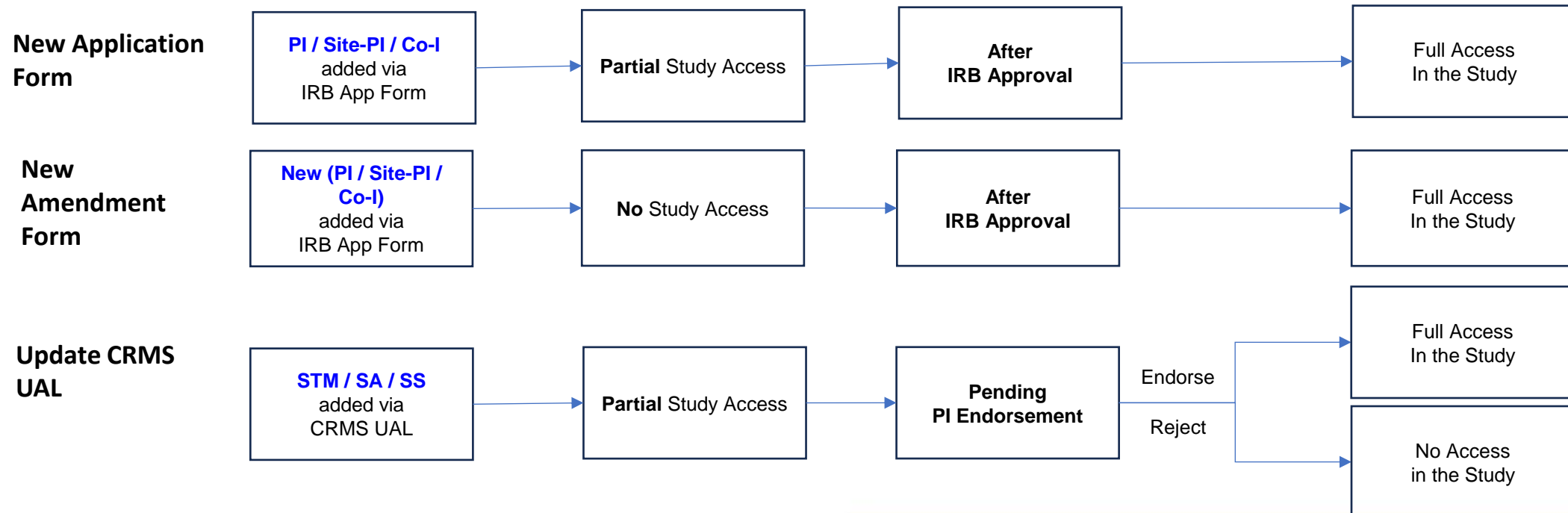
- Project managers/Study coordinators can create & track Study Milestones (e.g. IRB approval, Study Initiation, First participant screened)

Participants

- Track recruitment numbers (by month and in total)
- Capture participants' information (e.g. Basic information, Signed ICF tracking, Visit plan)

1 Overview Clinical Research Management System (CRMS)

Who Gets Access?	Form	Approval
PI / Site-PI / Co-Investigator (Co-I)	IRB Application Form Section B2.(a)	IRB
Study Team Member (STM) / Study Administrator (SA) / Study Sponsor (SS)	Update CRMS UAL	PI / Site PI
Institutional Research Office Administrators	Write in to OHRPP mailbox to get access	CRMS Module Admin (OHRPP)



2 User Access Matrix

IRB Application Form

CRMS Sections/ Pages	Roles					
	PI/ Site-PI	Co-I	STM	SA	SS	CRMS RO
Study Information	✓	✓	✓	✓	✓	✓
User Authorisation List	✓	✓	✓	✓	✓	✓
Site Information	✓	✓	✓	✓		✓
Milestones	✓	✓	✓	✓		✓
Participants	✓	✓	✓	✓		✓
Participants – Study Configuration	✓	✓	✓	✓		
Study Member Review	✓					

Legend

- ✓ Access (View & Edit) granted upon the addition of user in the IRB Application Form or User Authorisation List.
- ✓ Access (View & Edit) granted after IRB's approval or PI's endorsement in CRMS.
- ✓ Access (View & Edit) granted after role is assigned by CRMS Module Admin.

PI: Principal Investigator; **Site-PI:** Site-Principal Investigator; **Co-I:** Co-investigator; **STM:** Study Team Member; **SA:** Study Administrator; **SS:** Study Sponsor; **CRMS RO:** Research Office Administrator assigned with CRMS role.

2 User Access Matrix

IRB Amendment Form

CRMS Sections/ Pages	Roles					
	PI/ Site-PI	Co-I	STM	SA	SS	CRMS RO
Study Information	✓	✓	✓	✓	✓	✓
User Authorisation List	✓	✓	✓	✓	✓	✓
Site Information	✓	✓	✓	✓		✓
Milestones	✓	✓	✓	✓		✓
Participants	✓	✓	✓	✓		✓
Participants – Study Configuration	✓	✓	✓	✓		
Study Member Review	✓					

Legend

- ✓ Access (View & Edit) granted upon the addition of user on the User Authorisation List.
- ✓ Access (View & Edit) granted after IRB's approval or PI's endorsement in CRMS.
- ✓ Access (View & Edit) granted after role is assigned by CRMS Module Admin.

PI: Principal Investigator; **Site-PI:** Site-Principal Investigator; **Co-I:** Co-investigator; **STM:** Study Team Member; **SA:** Study Administrator; **SS:** Study Sponsor;
CRMS RO: Research Office Administrator assigned with CRMS role.

3 CRMS Page Level

Page Level	CRMS Sections/ Pages	
Study Level	Study Information	Basic Information
		Regulatory Information
Site Level	Site Information	
	User Authorisation List	
	Milestones	
	Participants	Recruitment Numbers
		Participant List
		Study Configuration

Study Level

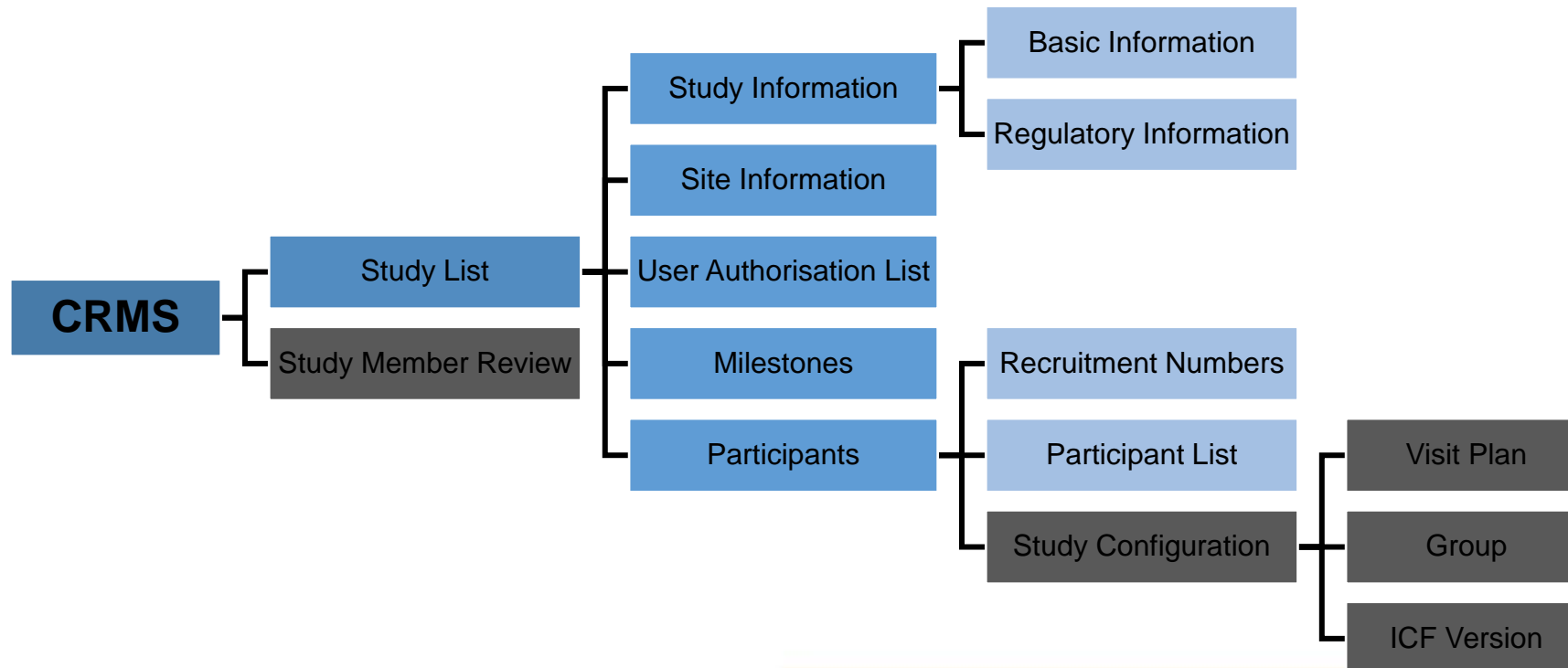
Information entered will be shared across all participating sites. E.g., data entered by 1 site will be seen by all sites. Similarly, data revision made by 1 site will also be seen by the other sites.

Site Level

Information entered are restricted to the specific site only. E.g., data entered by 1 site will not be shared nor seen by another site. Participating sites do not have access to each other's pages.

4 CRMS Research Office Administrators

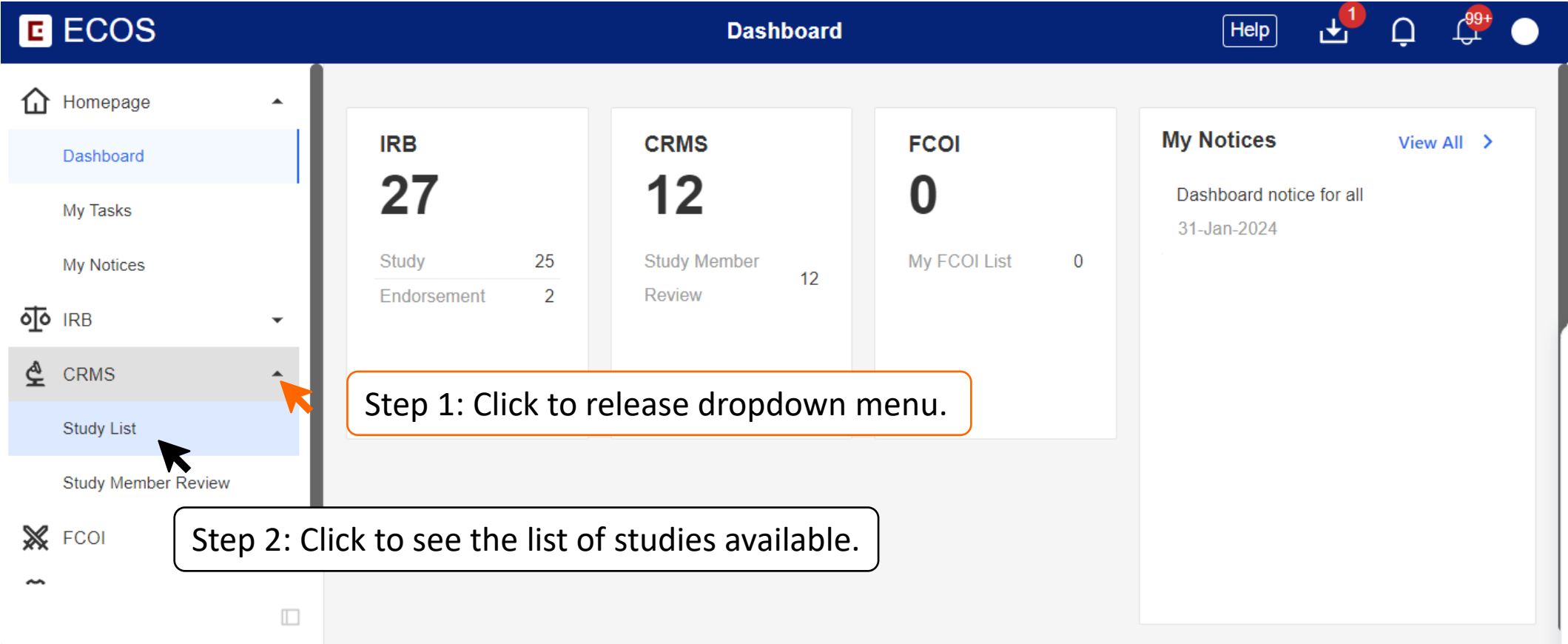
- Research Office Administrators will have View & Edit access to CRMS module.
 - Authority is Institution-specific.
 - Able to access to CRMS **Study Level** and **Site Level** pages.
 - No access to Study Member Review and Study Configuration pages.
- No need to be included on the User Authorisation List.



5 CRMS Access

There are 2 ways to access CRMS:

- 1. Via ECOS Navigation Menu > CRMS






5 CRMS Access


There are 2 ways to access CRMS:


- 2. Within the IRB Application or Amendment Form > Quick Link - CRMS

[Back to Submission List](#)

Submission Detail



2024-0205-APP1 Draft 

ECOS Ref: 2024-0205 

Form Type: Application

Form Outcome: -

Initial Review Category: -

Current Editor: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)


Study Title: Efficacy and Safety of Drug-X in the Treatment of Osteoporosis with High Fracture Risk


Quick Link: [Study Summary,CRMS](#)

[Form Detail](#)

Click to enter CRMS of the study 2024-0205

Application Form

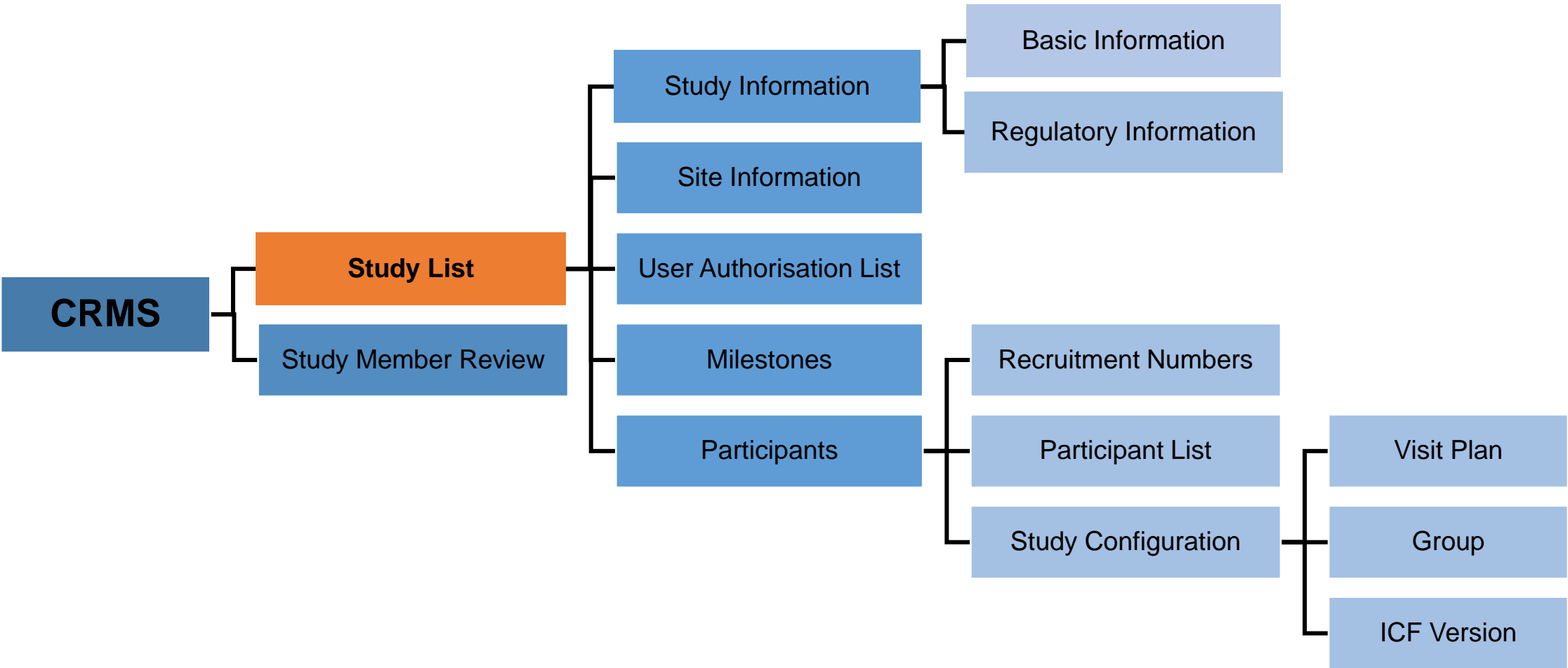
 Export

 Edit

*A1. Please enter the Study Title for this Study.

Section A: Study Title

CRMS Sitemap



6 Study List

- The Study List will only display the studies where a user has been added into the IRB forms or User Authorisation List.
 - Exception: CRMS RO administrators will be able to see the full list of institution studies.
- A new study will be created in CRMS once the IRB Application Form draft is saved for the **first** time.
- Relevant information from the IRB Application or Amendment Forms will be synced to CRMS, which are:
 - Study details (e.g., study title, study sites, etc.) to the Study List.
 - List of Investigators added in IRB form to User Authorisation List.
- Synchronisation points:
 - Upon saving the IRB Application Form.
 - Upon IRB approval or acknowledgement.

NOTE: No information will be synced from CRMS to IRB module.

6 Study List

Below is an example of the Study List of a user.

Data Columns

- ECOS Ref
- IRB
- PI/Site-PI
- Department
- Number of Sites
- Study Title
- Study Status
- Initial Outcome Date
- Valid Till Date

ECOS

Study List

Homepage

IRB

Submission List

Endorsement

My Study List

CRMS

Study List

Study Member Review

FCOI

ECOS Ref	IRB	PI/Site-PI	Department	Number of Sites	Study Title	Action
2024-0205	CIRB Board D	Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)	Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)	2	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	

Detail

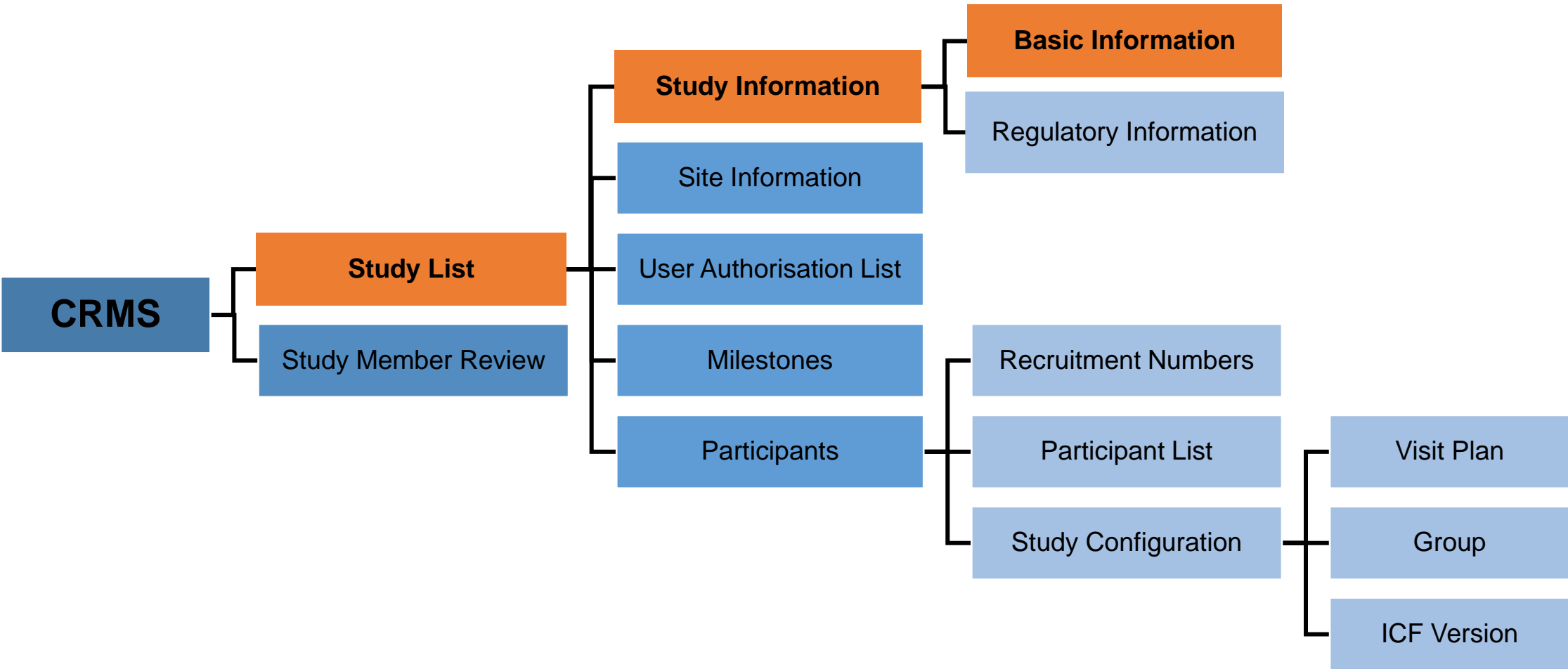
Study Site	Name	Study Role	Institution	Site Status
Singapore General Hospital	SGH_PI	PI	Singapore General Hospital	
National University Hospital	NUH_PI	Site PI	National University Hospital	

Click on the number to see the list of participating sites.

Click the View icon of the specific study to enter the CRMS pages.

Rows per page: 100 1-1 of 1

CRMS Sitemap



7 Study Information – Basic Information

Study Level

- On ECOS, **Sponsor/CRO and IRB billing details** will be entered on the Basic Information page in CRMS instead of the IRB Application/Amendment Form.
- For Pharmaceutical/ Industry-Sponsored Studies, the following details must be provided for the IRB Application Form to be submitted successfully.
 - a) Sponsor Details, **or**
 - b) Clinical Research Organisation (CRO) Details, **and**
 - c) IRB Review Billing Details.
- Subsequent changes to Sponsor/CRO and IRB billing details can be done via CRMS without submitting an IRB Amendment form.

7 Study Information – Basic Information

Study Level

Back to Study List

Study Details

Download

Alert

Menu

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: • Draft

Number of Sites: 2

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654	L

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	L

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
LMN	95672341	lmn@ab.com		Singapore654123	SGH_PI

18

7 Study Information – Basic Information

Study Level

Below are the data fields found on this page:

Sponsor Details

- Name of Sponsor
- Contact Person Name
- Business Contact No.
- Business Email
- Business Fax No.
- Business Address

Clinical Research Organisation (CRO) Details

- Name of CRO
- Contact Person Name
- Business Contact No.
- Business Email
- Business Fax No.

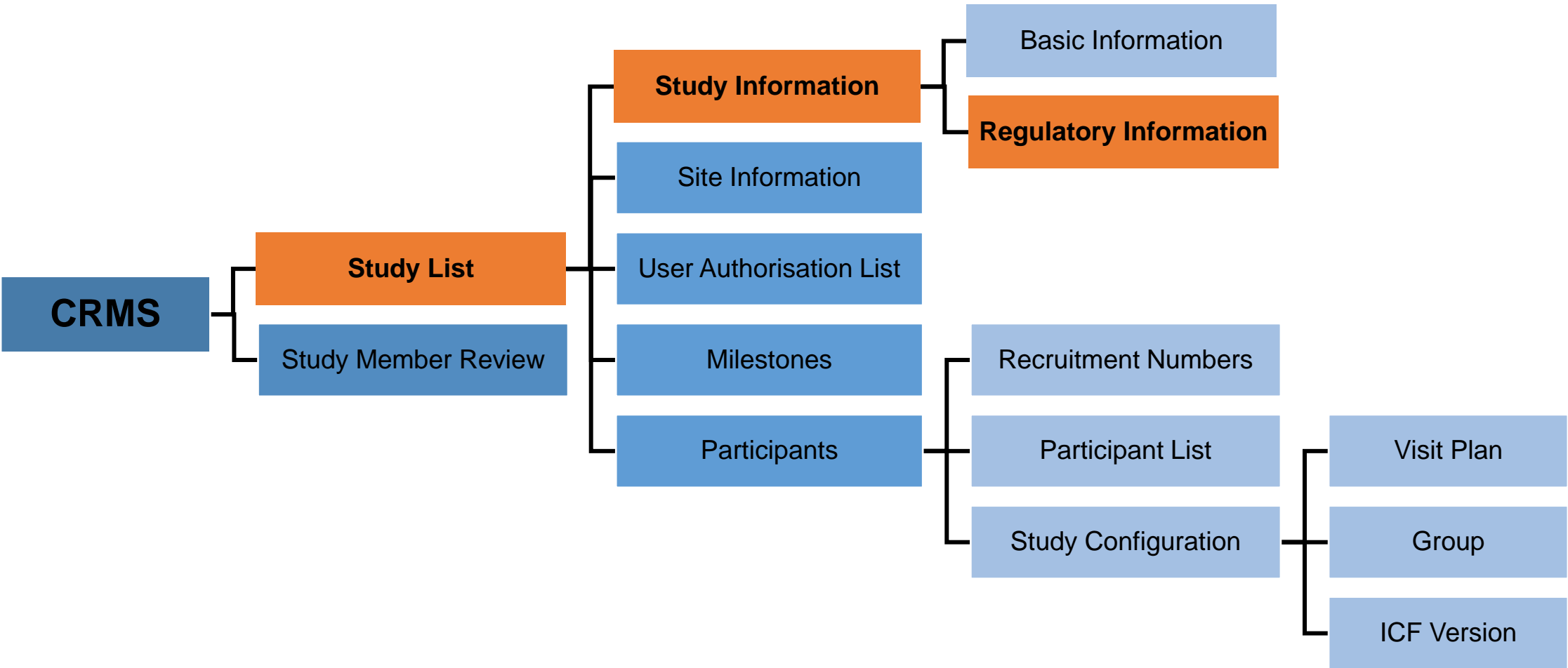
IRB Review Fees Billing Details

- Contact Person Name
- Business Contact No.
- Business Email
- Business Fax No.
- Business Address

Note:

- If a CRO is engaged for an Investigator-initiated study, CRO Details should be completed.
- Business Address under IRB Review Billing Details will be reflected on the invoice. Sites should check with the sponsor and indicate the required information to ensure smooth invoice submission and payment processes.

CRMS Sitemap



8 Study Information – Regulatory Information

Study Level

Regulatory Information page allows user to document the HSA and/or MOH submission(s) and approval(s).

Home

Menu

Back to Submission Detail

Study Details

Download

Notification

User

IRB / My Study List / Study Summary / Submission Detail / Study Details

2024-3367, UAT Reports_Stella_Exp_2

ECOS Ref: 2024-3367

IRB: NHG DSRB Domain D

Study Status: Completed

Number of Sites: 2

Initial Outcome Date: 16-Jul-2024

Valid Till Date: 15-Jul-2025

PI/Site-PI: Ms NUH_User_ID01 (National University Hospital), Dr TTSH_User_ID01 (Tan Tock Seng Hospital)

Department: Infectious Diseases (National University Hospital), Infectious Disease (Tan Tock Seng Hospital)

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Export

Edit

Clinical Trials Regulated by HSA

Type of Application	Submission Reference No.	Submission Date	Local Regulatory Study Reference No.	Licence/Permit/Certificate/ Listing/Notification No.	Approval/Acceptance Date	Remarks	Last Edited By
Clinical Trial Authorisation (CTA)	20A0000X	02-Dec-2025	HPRG/CTB 78.10/99-999	CTA00	Select date		TTSH

Clinical Research Material (CRM)

Name(s) of CRM(s)	Type(s) of CRM	Type of CRM Submission	Submission Reference No.	Submission Date	Notification Number	Notification Date	Expiry Date (If Applicable)	Remarks
Drug-X	Medicinal Product	CRM Notification	456564	03-Dec-2025	2AO	03-Dec-2025	Select date	

Restricted Human Biomedical Research

MOH Application No.	MOH Submission Date	MOH Reference No.	MOH Approval Date	MOH Expiry Date	Last Edited By	Last Edited Date
---------------------	---------------------	-------------------	-------------------	-----------------	----------------	------------------

8 Study Information – Regulatory Information

Study Level

Below are the data fields found on this page:

Clinical Trials Regulated by HSA

- Type of Application *(Drop-down list)*
 - Clinical Trial Certificate (CTC)
 - Clinical Trial Authorisation (CTA)
 - Clinical Trial Notification (CTN)
 - Substantial Amendments
 - Safety Report
 - Serious Breach
 - Urgent Safety Measures
 - Trial Status Report
 - Clinical Study Report Submission
 - Other Submissions
- Submission Reference No.
- Submission Date
- Local Regulatory Study Reference No.
- License/ Permit/ Certificate/ Listing/ Notification No.
- Approval/ Acceptance Date
- Remarks

i A HSA application for a study involving multiple sites should be entered as one entry.

8 Study Information – Regulatory Information

Study Level

Below are the data fields found on this page:

Clinical Research Materials (CRM)

- Name(s) of CRM(s)
- Type(s) of CRM *(Multi-select)*
 - Therapeutic Product/ CTGTP
 - Medicinal Product
 - Medical Device
- Type of CRM Submission *(Drop-down list)*
 - CRM Notification
 - Product Defect and Recall Report
 - Other Submissions
- Submission Reference No.
- Submission Date
- Notification No.
- Notification Date
- Expiry Date (if applicable)
- Remarks

i Each entry should match the CRM Notification sent to HSA. For CRM Notification with multiple CRMs, please include all CRMs into one entry. More than one type of CRM can be selected.

8 Study Information – Regulatory Information

Study Level

Below are the data fields found on this page:

Restricted Human Biomedical Research

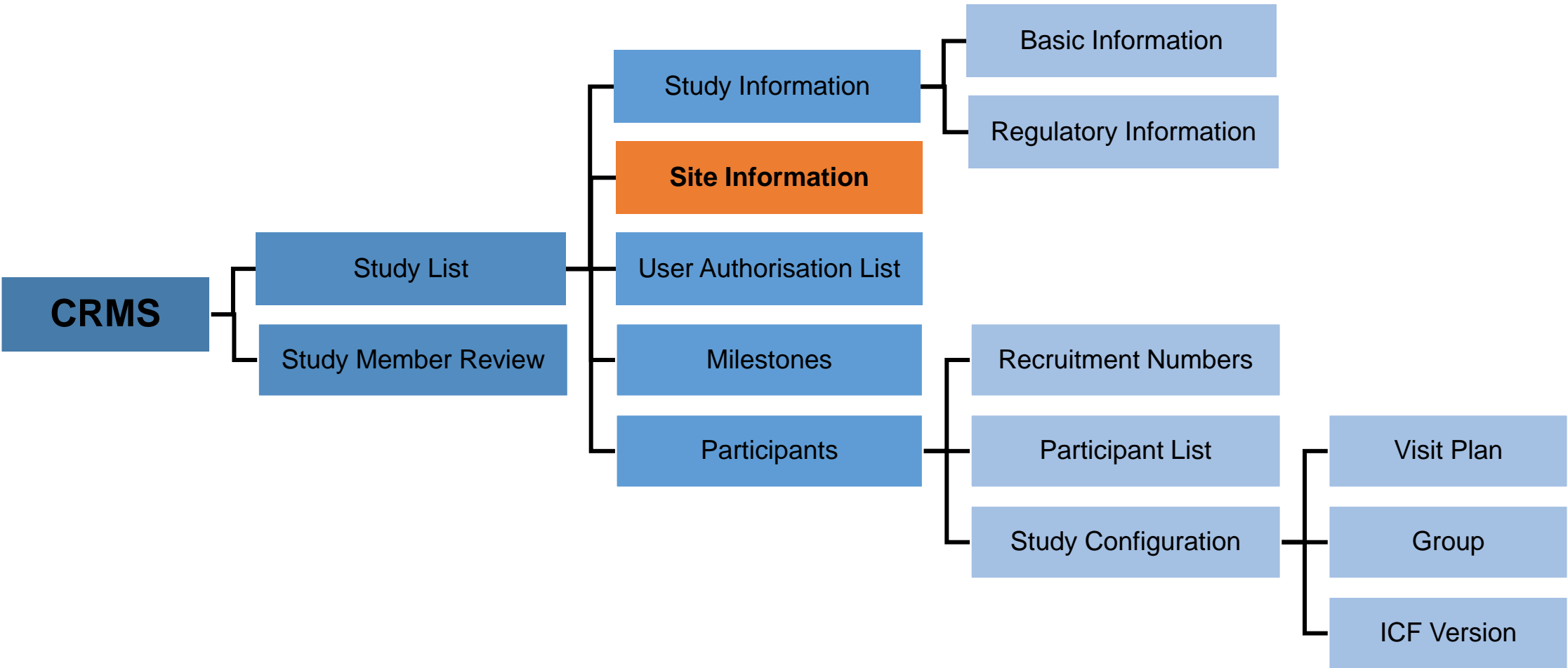
MOH Application No.	MOH Submission Date	MOH Reference No.	MOH Approval Date	MOH Expiry Date
* RR-20239999-0909	* 02-Jan-2023	RR-2023/09	24-Jan-2023	23-Jan-2024
* RR-20239999-0909	* 13-Dec-2023	RR-2023/09	09-Jan-2024	08-Jan-2025

Restricted Human Biomedical Research (rHBR)

- MOH Application No.
- MOH Submission Date
- MOH Reference No.
- MOH Approval Date
- MOH Expiry Date

i The initial approval and subsequent renewal approval(s) should be entered as separate entries.

CRMS Sitemap



9 Site Information

Site Level

To record and track site contact details, fundings, contracts/agreements, publications and presentations.

Home

Menu

Back to Submission Detail

Study Details

Download

Notification

User

IRB / My Study List / Study Summary / Submission Detail / Study Details

2024-3819, NICOLE_Test DR endorsement (3 sites, 1 sub-site reject, check status of the other sites) / Tan Tock Seng Hospital

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Study Site: Tan Tock Seng Hospital

Export

Edit

Contact Personnel

Primary Site Coordinator	Backup Site Coordinator	Last Edited By	Last Edited Date
TTSH_User_ID04	TTSH_User_ID03	TTSH_User_ID04	03-Dec-2025

ACP Involved in This Study (For SingHealth Only)

ACP Involved In This Study (For SingHealth Only)	Last Edited By	Last Edited Date
Musculoskeletal Sciences	TTSH_User_ID04	03-Dec-2025

Funding (Including Grant)

Name of Funding/Grant Agency	Reference Number	Title	Funding/Grant Holder	Funding/Grant Amount	Funding/Grant Duration	Funding/Grant Award Le
------------------------------	------------------	-------	----------------------	----------------------	------------------------	------------------------

Study Agreement Information

Type of Agreement	Agreement Parties	Effective Date	Validity Date	Study Agreement File	Last Edited By	Last Edited
NDA	AB-CRO	03-Dec-2025	Select date		TTSH_User_ID04	03-Dec-2025

9 Site Information

Site Level

Below are the data fields found on this page:

Contact Personnel

- Primary Site Coordinator
- Backup Site Coordinator *(Multi-select)*

i The Primary and Back-up Site Coordinators are the key contact personnel for the study-related matters.

Academic Clinical Programme (ACP) involved in the study *(For SingHealth only)*

(Multi-select)

- Anaesthesiology and Perioperative Sciences
- Cardiovascular Sciences
- Emergency Medicine
- Family Medicine
- Medicine
- Musculoskeletal Sciences
- Neuroscience
- Obstetrics and Gynaecology
- Oncology
- Ophthalmology and Visual Sciences
- Oral Health
- Paediatrics
- Pathology
- Radiological Sciences
- Surgery

9 Site Information

Site Level

Below are the data fields found on this page:

Funding (Including Grant)

- Name of Funding/ Grant Agency
- Reference No.
- Title
- Funding/Grant Holder
- Funding/Grant Amount
- Funding/Grant Duration
- Funding/Grant Award Letter *(Upload feature)* [Upload](#)

- i** Please indicate the financial source(s) that funds the study.
- For Investigator-initiated studies, list the grant(s) and cash contribution from industry collaborators, if any.
 - For Industry-sponsored studies, complete the 'Industry Sponsor/CRO Contract' section. If there are additional funding from a grant agency e.g. IAF-ICP, please provide the grant details in this section. Otherwise, please leave this section blank.

Study Agreement Information

- Type of Agreement
- Agreement Parties
- Effective Date
- Validity Date
- Study Agreement File [Upload](#)

- i** Please indicate Non-Disclosure Agreements (NDA) and Research Collaboration Agreements (RCA) in this section.
- For Clinical Trial Agreement (CTA), please input details in the 'Industry Sponsor/CRO Contract' section.

9 Site Information

Site Level

Below are the data fields found on this page:

Industry Sponsor/ CRO Contract

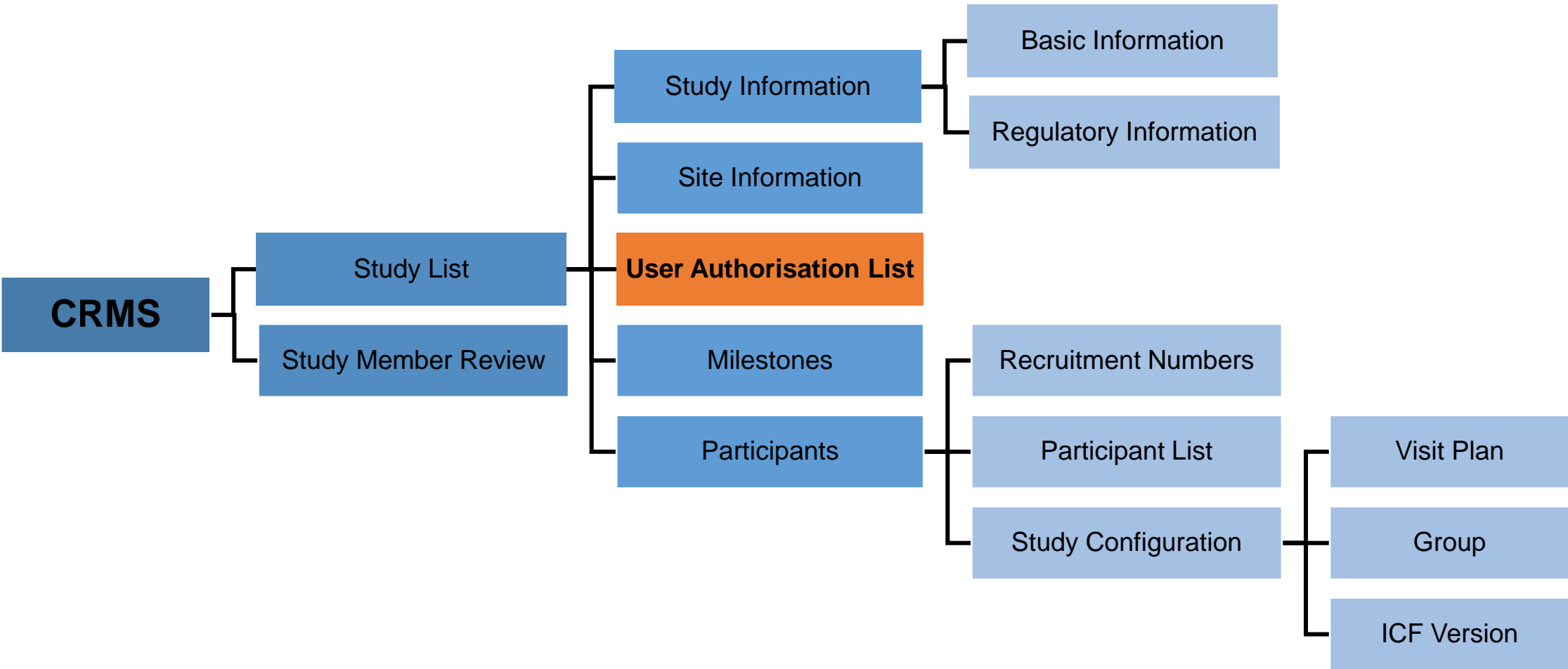
- Sponsor/CRO Name
- Total Estimated Budget of Contract
- Date of Information Received To Start Drafting Budget
- Date of Budget First Sent to Sponsor/CRO
- Date of Budget Finalisation/ Agreement
- Date of Contract Template Received From Sponsor/CRO
- Date of Contract Finalisation/ Agreement By All Parties
- Will The Sponsor/CRO Be Providing Monitoring
(Drop-down list)
 - Yes
 - No

i This section is for Industry-Sponsored studies only. Please provide details of the Clinical Trial Agreement (CTA) with an Industry Sponsor or CRO.

Publication and Presentations

- Type (Drop-down list)
 - Publication
 - Presentation
- Publication/ Presentation Title
- Local/ Overseas (Drop-down list)
 - Local
 - Overseas
- Date

CRMS Sitemap



10 User Authorisation List (UAL)

- The UAL primarily functions to manage the access of **STM**, **SA** and **SS** to the CRMS and IRB modules in ECOS.
- This is one of the harmonised processes between CIRB and DSRB where non-investigators (study team members and administrators) will no longer require IRB's approval.
- Only the PI's endorsement in CRMS is required to grant full page access to the SA/STM/SS roles. Refer to [Study Member Review](#) for step-by-step guide to endorse SA/ STM/ SS.
- PI will only be able to endorse newly added users **after** IRB has provided approval for the initial IRB Application Form .
- Refer to step-by-step guide on how [add](#) or [deactivate](#) users in the UAL.



Access to CRMS (limited) and IRB modules, after a STM/SA/SS has been added but pending PI endorsement, will allow the new user to immediately perform data entry, submission and reporting work.

Site Level

- Back to Study List

Study Details

Download

Notification

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status:

Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department : Department of Medicine(Singapore General Hospital),Medicine(National University Hospital)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_PI@singhealth.com.sg	IRB	<div>Active</div>	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_Co-I1@singhealth.com.sg	IRB	<div>Active</div>	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Senior Executive	SGH_SA1@sgh.com.sg	CRMS	<div>Active</div>	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	SS_20@az.com	CRMS	<div>Pending Endorsement</div>	-	-	-	-	SGH_Co-I1	24-Jan-2024	

10 User Authorisation List (UAL)

Site Level

Below are the data columns found on this page:

User Authorisation List

- Member Name
- Role
- Cluster
- Institution
- Department
- Designation
- Email Address
- Data Source
- Role Status
- Endorsement Date
- Endorsed By
- Deactivation Date
- Deactivated By
- Last Edited By
- Last Edited Date

10 User Authorisation List (UAL)

Site Level

Role	CRMS Access Rights	Comments
<p>PI, Site PI & Co-I</p> <p>Site investigators <u>directly involved</u> in the research.</p>	<ul style="list-style-type: none"> View & edit rights. <p>User added in IRB Application Form</p> <ul style="list-style-type: none"> Limited page access before IRB approval. <ul style="list-style-type: none"> ✓ Study Information ✓ UAL Full page access after IRB approval. <ul style="list-style-type: none"> + Site Information + Milestones + Participants <p>User added in IRB Amendment Form</p> <ul style="list-style-type: none"> No page access before IRB approval. Full page access after IRB approval. <ul style="list-style-type: none"> ✓ Study Information ✓ UAL ✓ Site Information ✓ Milestones ✓ Participants 	<p>Access management:</p> <ul style="list-style-type: none"> PI, Site PI and Co-I are to be added in Section B2(a) 'Investigator List' of the IRB application or amendment form. List of investigators will be imported from IRB to CRMS module at each synchronisation points (as applicable) with IRB indicated as the data source. IRB approval is required to gain full CRMS access. Further addition and deactivation will both go through the IRB module. <p>During IRB Application drafting:</p> <ul style="list-style-type: none"> ➤ The addition or removal of any PI, Site-PI or Co-I in the draft IRB Application Form will be reflected on the CRMS UAL each time the IRB Application Form is saved. <p>In subsequent IRB Amendment Form(s):</p> <ul style="list-style-type: none"> ➤ New PI, Site-PI or Co-I will only appear on the CRMS UAL after IRB has provided approval for the Amendment Form. ➤ Investigators to be removed will only be deactivated on the UAL after IRB's review.

10 User Authorisation List (UAL)

Site Level

Role	CRMS Access Rights	Comments
<p>Study Team Member (STM)</p> <p>Site personnel <u>directly involved</u> in the research conduct e.g., CRCs, Study Nurses, Pharmacists, etc.</p>	<ul style="list-style-type: none"> View & edit rights. Limited page access before PI's endorsement in CRMS. <ul style="list-style-type: none"> ✓ Study Information ✓ UAL Full page access after PI's endorsement in CRMS. <ul style="list-style-type: none"> + Site Information + Milestones + Participants 	<p>Access management:</p> <ul style="list-style-type: none"> STM, SA and SS are to be added via the UAL in the CRMS module, where the data source will indicate CRMS. Any user on the UAL can add or deactivate a user. New users added will require PI's endorsement in CRMS, endorsement is site-specific. Addition of new user(s) by PI/Site-PI will automatically be endorsed upon submission. User deactivation does not require endorsement from PI/Site-PI. Once deactivated, access to CRMS and other related modules will be revoked, e.g. IRB. Reactivation of the user is not allowed, i.e. a new entry needs to be added and endorsed to "reactivate" the user. Number of users that can be added into the UAL is not capped, but please be mindful when performing this task as every addition and deactivation will be captured on this list. Site will need to manage and keep the UAL updated, i.e. STM/SA/SS(s) no longer directly involved in the study should be deactivated in the list for access to IRB and CRMS modules to be revoked.
<p>Study Administrator (SA)</p> <p>Site personnel <u>not directly involved</u> in the research but provides administrative support only, e.g., Executives, CRCs not involved in the conduct of research.</p>		
<p>Study Sponsor (SS)</p> <p>Sponsor/CRO personnel, e.g., CTAs, CRAs, CTMs etc.</p>	<ul style="list-style-type: none"> View & edit rights. Limited page access only. <ul style="list-style-type: none"> ✓ Study Information ✓ UAL 	

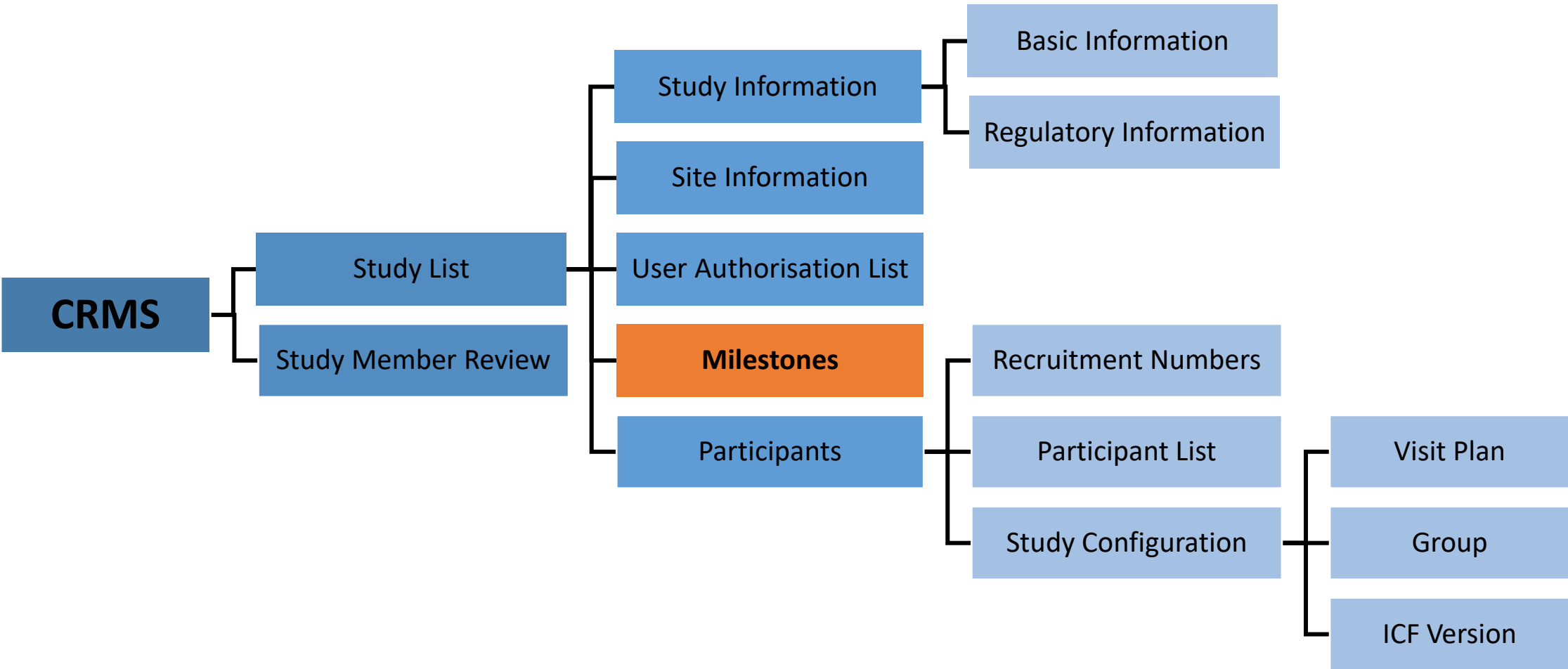
10 User Authorisation List (UAL)



The User Authorisation List does not replace the Site Delegation Log.

- The site will need to create and maintain a proper site-specific delegation log in the Investigator Site Files.
- The delegation log should contain all personnel actively involved in the study conduct, e.g., Investigators, Study Coordinators, Study Nurses, Pharmacists, etc.
- PI/Site-PI should ensure that each STM has received adequate and appropriate study-specific trainings and qualifications (HBR ERC Trainings, CITI Biomed, GCP, etc.).

CRMS Sitemap



11 Milestones

Site Level

- To track significant milestones achieved in a study.
- Provides a bird's-eye view of the study progress.

Back to Study Details

Study Details

Help

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk, / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

+ Add

Columns

Export

Filter

Milestone	Expected Date	Actual Date	Remarks	Last Edited By	Last Edited Date	Action
IRB Approval	08-Feb-2024	24-Jan-2024	-	SGH_PI	26-Jan-2024	
Regulatory Approval	17-Jan-2024	22-Jan-2024	Slight delay due to additional round of queries from HSA.	SGH_SA1	26-Jan-2024	
Study Initiation	29-Jan-2024	25-Jan-2024	-	SGH_SA1	26-Jan-2024	
First Participant Screened	26-Jan-2024	26-Jan-2024	-	SGH_SA1	26-Jan-2024	
First Participant Enrolled	23-Feb-2024	13-Feb-2024	Eligibility criteria assessed and confirmed on 12 Feb 2024.	SGH_PI	11-Mar-2024	

Rows per page: 1001-5 of 5

11 Milestones

Site Level

Below are the data fields found on this page:

Milestones

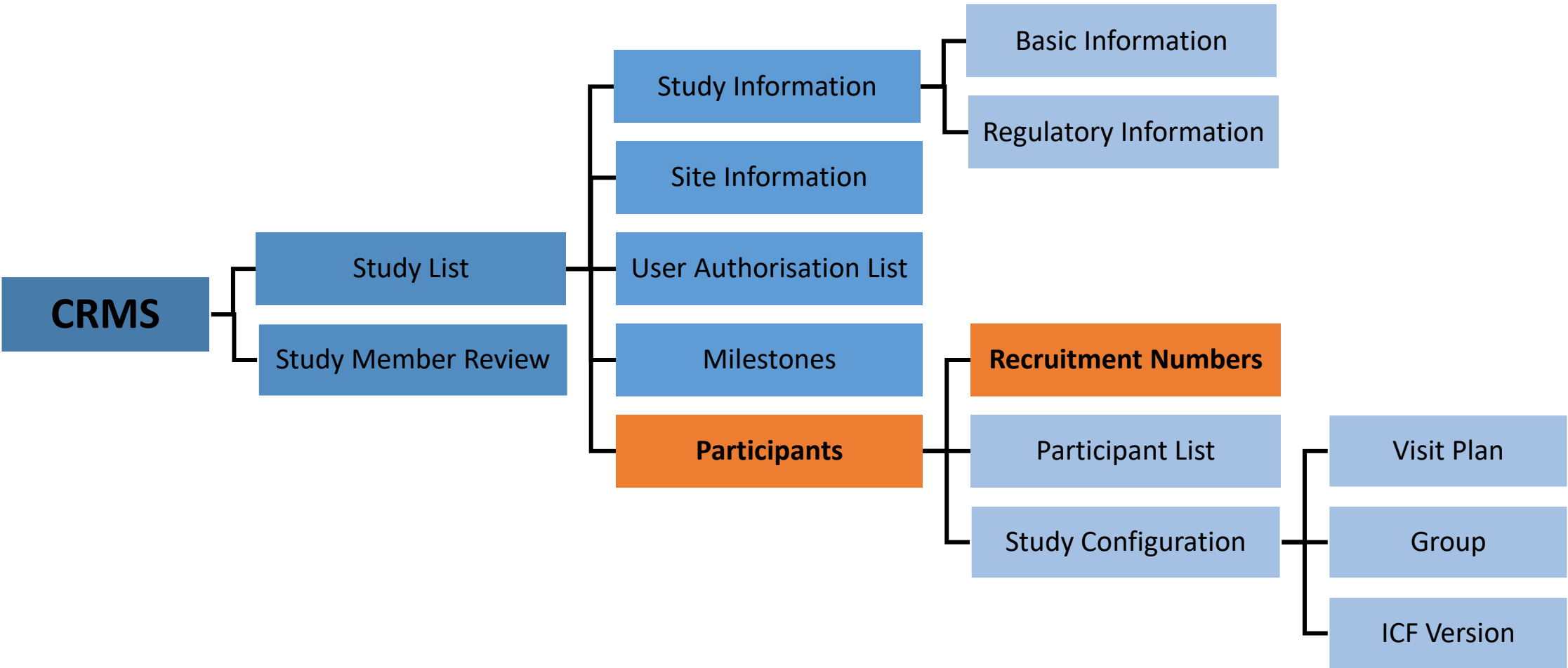
- Milestone *(Drop-down list)*
 - IRB Approval
 - Regulatory Approval
 - Grant Approval
 - Study Initiation
 - First Participant Screened
 - First Participant Enrolled
 - Last Participant Last Visit
 - Last Participant Enrolled
 - Data Analysis
 - Study Closure
 - Other *(Free text)*

- Expected Date
- Actual Date
- Remarks

Note:

- Once an entry is created and saved, it cannot be deleted.

CRMS Sitemap



12 Participants – Recruitment Numbers

Site Level

Allows monitoring of monthly and overall recruitment numbers and progress.

[Back to Study Details](#)

Study Details

HelpDownloadAlert

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Recruitment Numbers

Participant List

Study Configuration

ExportEdit

Recruitment Target Approved in IRB Study: 2-2

Current Recruitment Summary

Total No. of Screen Failures

1

Total No. of Participants Enrolled

2

Total No. of Participants Who Have Completed Study

0

Total No. of Participants Withdrawn from Study

0

No.	Month and Year	Total No. of Screen Failures	Total No. of Participants Enrolled	Total No. of Participants Who Have Completed Study	Total No. of Participants Withdrawn from Study	Last Edited By	Last Edited Date
1	Mar/2024	1	1	0	0	SGH_PI	11-Mar-2024
2	Feb/2024	0	1	0	0	SGH_PI	11-Mar-2024
3	Jan/2024	0	0	0	0	SGH_SA1	26-Jan-2024

For completed, terminated and withdrawn studies, provide reason(s) for not meeting recruitment target

12 Participants – Recruitment Numbers

Site Level

Below are the data fields found on this page:

Recruitment Numbers

- Month and Year
- Total No. of Screen Failures
- Total No. of Participants Enrolled
- Total No. of Participants Who Have Completed Study
- Total No. of Participants Withdrawn from Study
- For completed, terminated and withdrawn studies, provide reason(s) for not meeting recruitment target
(Free text)

12 Participants – Recruitment Numbers

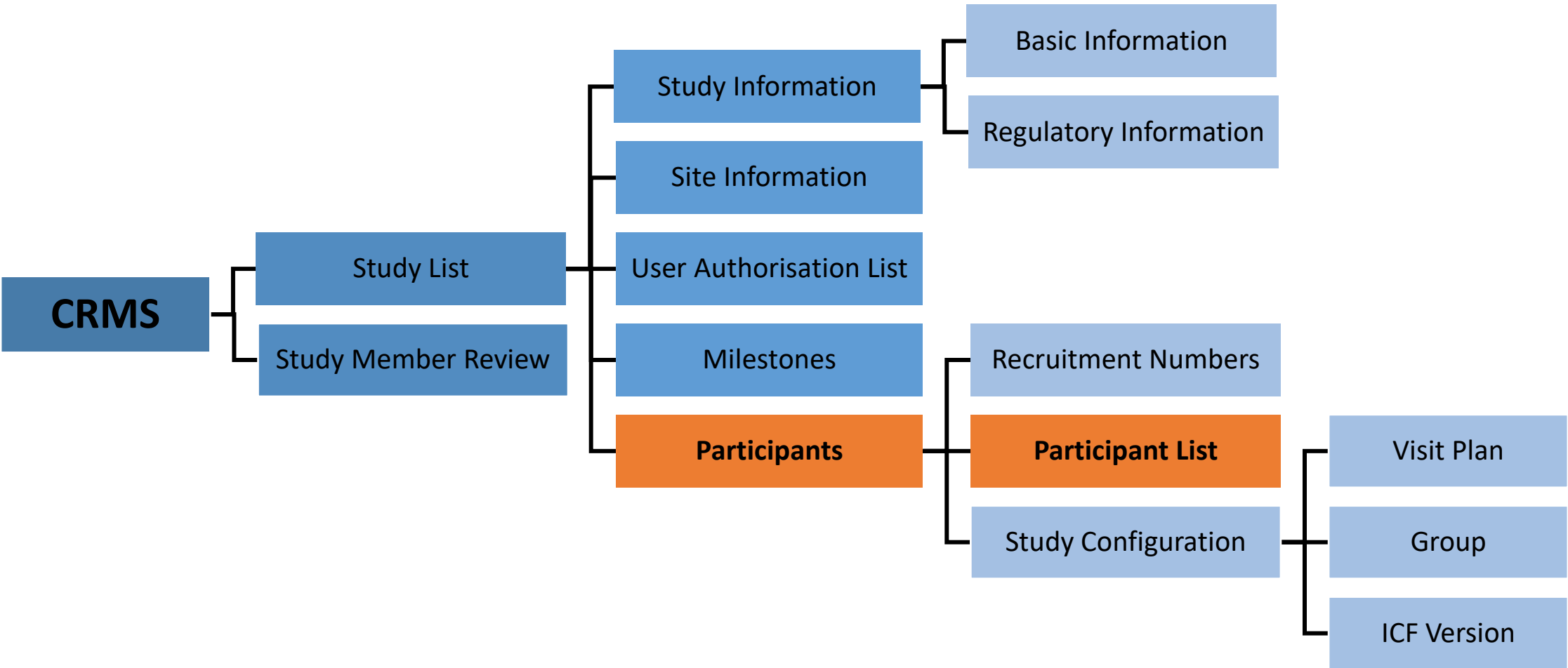
- Definitions of Screen Failure, Participants Enrolled / Completed / Withdrawn are given in the information bubble ⓘ next to **Current Recruitment Summary**.
- Monthly numbers should be entered, and overall total numbers will be auto-populated by the system.

Current Recruitment Summary ⓘ	
Total No. of Screen Failures	Total No. of Participants Enrolled
<input type="text" value="1"/>	<input type="text" value="2"/>
Total No. of Participants Who Have Completed Study	Total No. of Participants Withdrawn from Study
<input type="text" value="0"/>	<input type="text" value="0"/>

- **Recruitment Target Approved in IRB Study** will be imported from the IRB module.
- A prompt in red will appear if the **Total No. of Participants Enrolled** exceeds the approved number.

Total No. of Participants Enrolled **Exceeded approved recruitment number**
- **REMINDER:** PI/Site-PI should submit a Study Deviation/Non-Compliance report form to IRB should the actual recruitment number exceeds the IRB-approved figure.

CRMS Sitemap



13 Participants – Participant List

Site Level

- Provides an overview of the list of participants screened, enrolled and/or randomised.
- Consists of 3 sub-pages to allow the recording of: -
 1. Basic Information
 2. ICF Details
 3. Visit Plan



Please DO NOT enter participant identifiers in CRMS.

13 Participants – Participant List

Site Level

Back to Study Details

Study Details

Download

1

User

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Recruitment Numbers

Participant List

Study Configuration

+ Add

Columns

Export

Filter

Screening Number	Enrolment Number	Enrolment Status	Group	Screening Date	Randomisation Date	Remarks	Last Edited Date	Last Edited By	Action
SGH_SCR03	-	-	-	28-Feb-2024	-	In screening.	11-Mar-2024	SGH_PI	Edit
SGH_SCR02	-	Screen Failure	-	02-Feb-2024	-	Did not meet inclusion criteria #4 (Abnormal serum Calcium level). Date screen failed: 1 Mar 2024.	19-Feb-2024	SGH_PI	Edit
SGH_SCR01	SGH_X01	Enrolled	Drug-X Group	26-Jan-2024	-		26-Jan-2024	SGH_PI	Edit

Rows per page: 100 1-3 of 3

Restricted, Sensitive - Normal

46

13 Participants – Participant List

Site Level




Below are the data fields found on this page:

Basic Information

- Screening Number
- Screening Date
- Enrolment Number
- Enrolment Date
- Enrolment Status
- Randomisation Date
- Group *(Configurable)*
- Remarks

[Back to Study Details](#)

Participant Details



CRMS / Study List / Study Details / Participant Details

Please do not enter participant identifiers in CRMS.

Edit

Basic InformationICFVisit Plan

*Screening Number

SGH_SCR01

*Screening Date

26-Jan-2024

Enrolment Number

SGH_X01

Enrolment Date

13-Feb-2024

Enrolment Status

Enroled

Randomisation Date

Select date

Group

Drug-X Group

Remarks

13 Participants – Participant List




Site Level

Below are the data fields found on this page:

ICF

- Signed ICF Name *(Configurable)*
- Date of Consent
- Type of Consent
- Translator Present
- Witness Present
- Consent to Being Re-contacted
- Consent to Future Research
- Consent to Use of Research Data for Future Research
- Consent to Donation of Biological Specimens for Future Research
- Remarks

[< Back to Study Details](#)Participant Details



CRMS / Study List / Study Details / Participant Details

Please do not enter participant identifiers in CRMS.

[Edit](#)

Screening Number: SGH_SCR01

Enrolment Number: SGH_X01

Basic Information

ICF

Visit Plan

No.	Signed ICF Name	Date of Consent	Type of Consent	Translator Present
1	* Drug-X ICF ▾	* 26-Jan-2024 📅	* Initial ▾	* No ▾

13 Participants – Participant List

Site Level

Below are the data fields found on this page:




Visit Plan

- Visit Plan (Configurable)
- Visit Name (Configurable)
- Planned Visit Date
- Actual Visit Date

Note:

PI/Site-PI should submit a Study Deviation/Non-Compliance report form to IRB should a trial visit be missed or conducted outside the protocol-specified window period.

[< Back to Study Details](#)Participant Details



CRMS / Study List / Study Details / Participant Details

Please do not enter participant identifiers in CRMS.

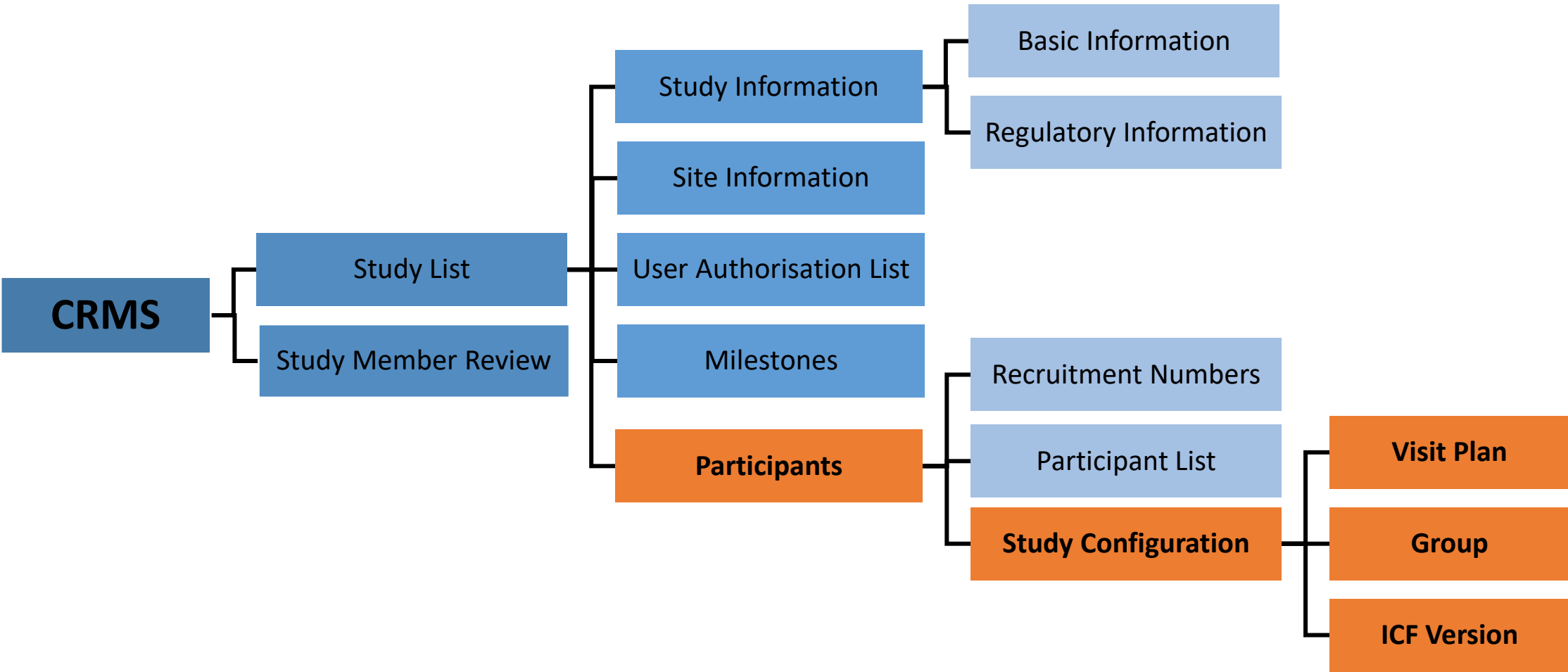
[Edit](#)

Screening Number: SGH_SCR01
Enrolment Number: SGH_X01

Basic InformationICFVisit Plan

No.	Visit Plan	Visit Name	Planned Visit Date	Actual Visit Date
1	* Drug-X	* Screeninig	26-Jan-2024	26-Jan-2024

CRMS Sitemap



14 Participants – Study Configuration

Site Level

- Configuration page to configure study site-specific Visit Plan, Group and ICF Version.
- Configured details will appear as options to be selected in the Participants – Participants List page.

14 Participants – Study Configuration

Site Level

Below are the data fields found on this page:

Visit Plan

- Visit Plan Name
- Visit Name
- Visit Status
- Remarks

Note:

- Visit Plan Name corresponds to the study arm/group(s) planned in a research protocol, e.g. active arm vs control arm.
- Toggle the Visit Status switch to the right (*blue*) to activate a Visit Name. To inactivate, toggle it to the left (*dark grey*).
- A Visit Plan cannot be selected in the Participant Details if there are no visits (*under Visit Name column*) added to the Visit Plan, or if the visits are all inactivated under Visit Status.

The screenshot displays the 'Study Details' page for the study '2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)'. The left sidebar contains a menu with 'Study Information' (Basic Information, Regulatory Information), 'Site Information', 'User Authorisation List', 'Milestones', 'Participants' (Recruitment Numbers, Participant List), and 'Study Configuration' (selected). The 'Visit Plan' tab is active, showing a table for 'Drug-X (Single Arm)'. A green box highlights the 'Visit Plan Name' header, and an arrow points to the 'Screening' row. The table has columns for 'Visit Name', 'Visit Status' (toggle), and 'Remarks'. The 'Screening' row is active (blue toggle), while 'Day 1' through 'Month 6' are inactive (dark grey toggles). The 'Remarks' column contains '-' for most rows and 'First dosing day.' for 'Day 1'. An 'Add' button is in the top right, and an 'Edit' button is next to the table title.

Visit Name	Visit Status	Remarks
Screening	Active	-
Day 1	Inactive	First dosing day.
Week 1	Inactive	-
Week 2	Inactive	-
Month 1	Inactive	-
Month 3	Inactive	-
Month 6	Inactive	-

14 Participants – Study Configuration

Site Level

The screenshot displays the 'Study Details' page for the study '2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital'. The left sidebar contains navigation options: Visit Plan, Group (selected), and ICF Version. The main area shows a table with one row for the 'Drug-X Group'. The table has columns for Group, Group Status, Remarks, Last Edited By, Last Edited Date, and Action. The 'Group Status' is 'active' and the 'Remarks' are 'Single arm study.'. The 'Last Edited By' is 'SGH_SA1' and the 'Last Edited Date' is '26-Jan-2024'. The 'Action' column has an edit icon. At the bottom, it shows 'Rows per page: 100' and '1-1 of 1'.

Group	Group Status	Remarks	Last Edited By	Last Edited Date	Action
Drug-X Group	active	Single arm study.	SGH_SA1	26-Jan-2024	

Below are the data fields found on this page:

Group

- Group Name
- Group Status (*Drop-down list*)
 - Active
 - Inactive
- Remarks

Note:

- Status of Group must be “Active” for the entered row to appear on the **Participant – Participant List** page as an option to select.

14 Participants – Study Configuration

Site Level

Below are the data fields found on this page:

ICF Version

- ICF Name, Version, Date and Language
- IRB Approval Date
- Regulatory Approval Date
- Status (*Drop-down list*)
 - Active
 - Inactive

The screenshot shows the 'Study Details' page for the study '2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital'. The 'ICF Version' tab is selected in the left sidebar. The table lists four ICF versions, with the first being inactive and the others active.

ICF Name, Version, Date and Language	IRB Approval Date	Regulatory Approval Date	Status	Last Edited By	Last Edited Date	Action
Drug-X ICF (SGH)_Version 1.0 dated 12 Jul 2023_English	-	-	Inactive	SGH_SA1	26-Jan-2024	Edit
Drug-X ICF (SGH)_Version 1.1 dated 25 Dec 2023_English	24-Jan-2024	22-Jan-2024	Active	SGH_SA1	26-Jan-2024	Edit
Drug-X ICF (SGH)_Version 1.1 dated 25 Dec 2023_Malay	24-Jan-2024	22-Jan-2024	Active	SGH_SA1	26-Jan-2024	Edit
Drug-X ICF (SGH)_Version 1.1 dated 25 Dec 2023_Simplified Chinese	24-Jan-2024	22-Jan-2024	Active	SGH_SA1	26-Jan-2024	Edit

Note:

Status of ICF must be “Active” for the entered row to appear on the **Participant – Participant List** page as an option for selection.

14 Participants – Study Configuration

Site Level

- Entries in the Study Configuration (Visit Plan, Group, ICF Version) cannot be deleted once saved.
- Users will need to use the switch toggle or drop-down list to inactivate the entry.

Visit Plan configuration interface showing a table with columns: Visit Name, Visit Status, Remarks. The table lists 'Screening' and 'Day 1'. A hand cursor is pointing at the 'Visit Status' toggle for 'Day 1'.

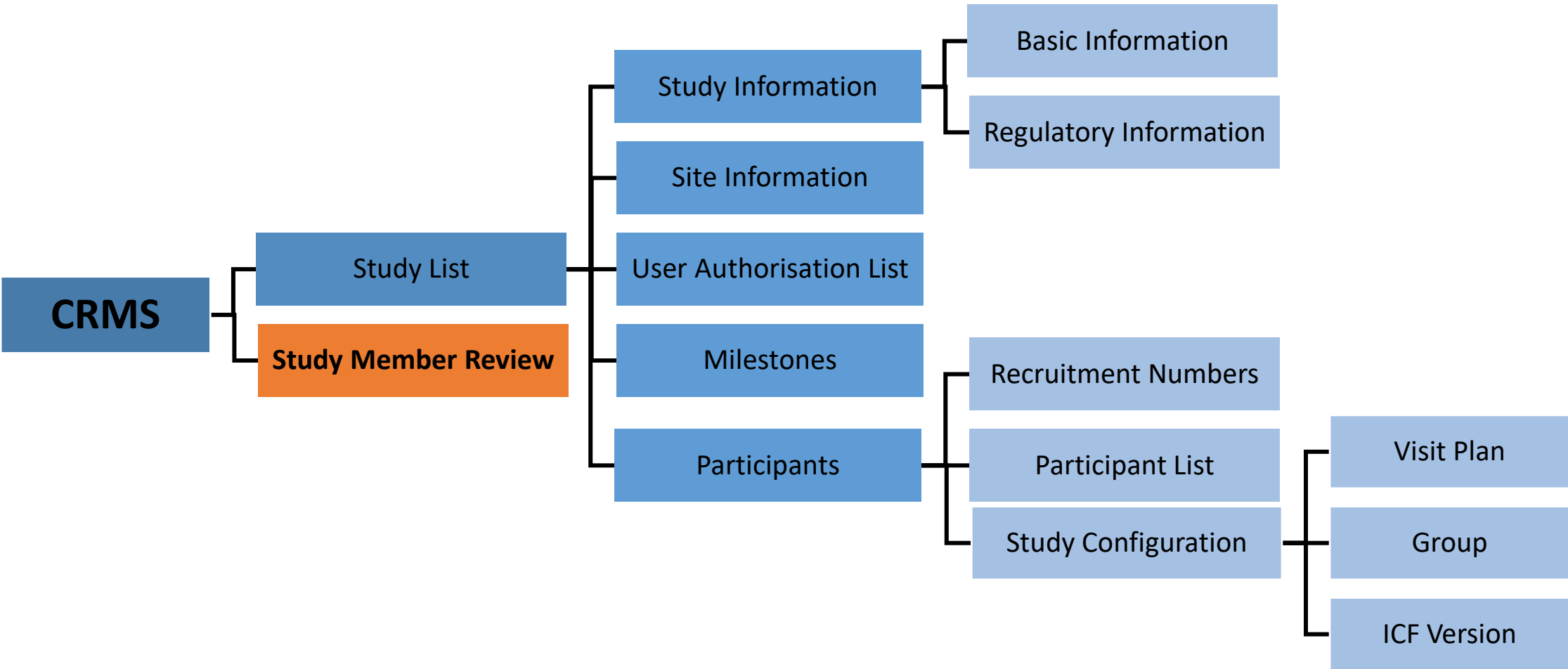
Group Configuration interface showing a form with fields: Group Name (Drug-X Group), Group Status (Active). A hand cursor is pointing at the 'Inactive' option in the Group Status dropdown.

ICF Version configuration interface showing a form with fields: ICF Name, Version, Date and Language (Drug-X ICF (SGH)_Version 1.1 dated 25 Dec 2023_English), IRB Approval Date (24-Jan-2024), Regulatory Approval Date (22-Jan-2024), Status (Active). A hand cursor is pointing at the 'Inactive' option in the Status dropdown.

- Once inactivated, the entry will not appear as an option for selection in the drop-down list of the relevant **Participant Details** sections.

Visit Plan dropdown menu showing a search bar and the message 'No item'.

CRMS Sitemap



15 Study Member Review

Site Level

This page is available to **PI/ Site-Pis only**.

The PI/Site-PIs can access the Study Member Review Page by 2 ways:

[Back to UAL](#)

1. Via Dashboard > CRMS Card > Study Member Review

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 icons for download, notifications (with a red '1' badge), and user profile on the right. A left-hand sidebar contains a list of navigation items: 'Homepage', 'Dashboard' (highlighted with a blue bar), 'My Tasks', 'My Notices', 'IRB', 'CRMS', 'FCOI', and 'Report'. The main content area features three large summary cards: 'IRB' with a value of 30 and a sub-table showing 'Study' (28) and 'Endorsement' (2); 'CRMS' with a value of 11 and a link to 'Study Member Review 11'; and 'FCOI' with a value of 0 and a link to 'My FCOI List 0'. To the right of these cards is a 'My Notices' section with a 'View All' link, listing two notices: 'uat test-20240131' dated '31-Jan-2024' and 'UAT - Dashboard notice for all' dated '30-Jan-2024'.

Category	Count
Study	28
Endorsement	2

Category	Count
Study Member Review	11

Category	Count
My FCOI List	0

Notice Title	Date
uat test-20240131	31-Jan-2024
UAT - Dashboard notice for all	30-Jan-2024

15 Study Member Review

Site Level

ECOS

My Tasks

Homepage

Dashboard

My Tasks

My Notices

IRB

CRMS

FCOI

Report

IRB

30

CRMS

11

FCOI

0

Study Member Review(11)

Columns

Export

Filter

User Name	Endorsement Status	Study Title	Submission Date	Tasks status	Action
SGH_DR	Pending Endorsement	Study 1	14-Jan-2024	Pending	
SS_20	Pending Endorsement	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	24-Jan-2024	Pending	
SS_19	Pending Endorsement	Study 2	31-Jan-2024	Pending	
NNI_SA1	Pending Endorsement	Study 3	19-Feb-2024	Pending	
SGH_Basic1	Pending Endorsement	Study 4	05-Mar-2024	Pending	

Click to enter the Study Member Review endorsement page.

15 Study Member Review

Site Level

ECOS

Study Member Review

1

Homepage

IRB

CRMS

Study List

Study Member Review

FCOI

Report

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Ost...

Reject

Endorse

Columns

Export

Filter

<input checked="" type="checkbox"/>	Member Name	Role	Cluster	Department	Institution	Designation	Data Source	Role Status
<input checked="" type="checkbox"/>	SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	CRMS	<div>Pending Endorsement</div>

Restricted, Sensitive - Normal

59

15 Study Member Review

Site Level

2. Via ECOS Navigation Menu > CRMS > Study Member Review

The screenshot displays the ECOS Dashboard interface. The top navigation bar is dark blue with the ECOS logo on the left and a 'Dashboard' title in the center. On the right side of the top bar, there are icons for a download, a notification bell with a red '99+' badge, and a user profile icon. The left sidebar contains a navigation menu with the following items: 'Homepage' (with a house icon), 'Dashboard' (highlighted in light blue), 'My Tasks', 'My Notices', 'IRB' (with a balance scale icon), 'CRMS' (with a microscope icon), 'Study List', 'Study Member Review' (highlighted in light blue and pointed to by an orange arrow), and 'FCOI' (with a crossed-out document icon). The main content area features three summary cards: 'IRB' with a large '8' and a table showing 'Study' (8) and 'Endorsement' (0); 'CRMS' with a large '3' and a table showing 'Study Member Review' (3); and 'FCOI' with a large '0' and a table showing 'My FCOI List' (0). To the right of these cards is a 'My Notices' section with a 'View All' link and a notice: 'Dashboard notice for all' dated '07-Apr-2024'. An orange callout box with the text 'Click to enter Study Member Review page.' points to the 'Study Member Review' link in the sidebar.

ECOS Dashboard

Navigation Menu:

- Homepage
- Dashboard
- My Tasks
- My Notices
- IRB
- CRMS
- Study List
- Study Member Review
- FCOI


Main Content Area:

- IRB**
8
Study: 8
Endorsement: 0
- CRMS**
3
Study Member Review: 3
- FCOI**
0
My FCOI List: 0
- My Notices**
View All >
Dashboard notice for all
07-Apr-2024




Click to enter Study Member Review page.


15 Study Member Review


Site Level


 **ECOS**

Study Member Review


 Homepage


 IRB

 CRMS

Study List

Study Member Review

 FCOI

 Report

2024-3172, Study 1

2024-3170, Study 2 >

2024-3167, Study 3

2024-3127, Study 4

2024-3126, Study 5

2024-3125, Study 6

2024-3113, KT06 (4 App

Singapore General Hospital

Step 1: Select the study using the Study Dropdown Bar.

Step 2: Select the study site.

15 Study Member Review

Site Level

ECOS

Study Member Review

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

Columns Export Filter(1)

<input type="checkbox"/>	Member Name	Role	Cluster	Department	Institution	Designation	Email Address	Data Source	Role Status	End
<input type="checkbox"/>	SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	SS_20@az.com	CRMS	• Pending Endorsement	-
<input type="checkbox"/>	SGH_STM11	Study Team Member	SingHealth	Department of Medicine	Singapore General Hospital (SGH)	Executive	SGH_STM11@sgh.com.sg	CRMS	• Pending Endorsement	-
<input checked="" type="checkbox"/>	SGH_SA1	Study Administrator	SingHealth	Department of Medicine	Singapore General Hospital (SGH)	Senior Executive	SGH_SA1@sgh.com.sg	CRMS	• Pending Endorsement	-

Check the boxes to select the users

- Multiple users can be selected for PI/Site-PI to endorse or reject, by selecting the checkboxes on the left.
- User Authorisation List will be automatically updated once a user is approved or rejected.

15 Study Member Review

Site Level

- Action: **ENDORSE**

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024

- Role Status, Endorsement Date, Endorsed By, Last Edited By and Last Edited Date will be updated.
- Full page access to CRMS granted to STM/SA.

- Action: **REJECT**

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date
SGH_STM11	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024

- Role Status, Deactivation Date, Deactivated By, Last Edited By and Last Edited Date will be updated.
- Existing limited page access to CRMS will be revoked.

16 Creating IRB Application by STM/SA/SS

Creating New IRB Application

- All users who has access to IRB module will be able to create an IRB Application (APP) Form.
- Investigators (PI, Site-PI, Co-I) added to the IRB APP form will appear on the CRMS User Authorisation List following synchronisation between the IRB and CRMS modules.
- Investigators will be able to access CRMS pages for the study, in addition to the IRB APP Form.
- As for STM / SA / SS, since they cannot be added to the IRB APP Form, the system will prompt them to select their Study Site and Study Role when saving the form **for the first time.**
- Once completed, the STM / SA / SS will be added to the User Authorisation List in the study's CRMS. The STM / SA / SS will have access to CRMS and continue to have access to the IRB APP Form.
- The next few slide will briefly illustrate the above using a Study Sponsor (SS_20) account.

IRB APP Form Creation

Role used: **Study Sponsor (SS_20)**

To create a new IRB APP Form, go to **IRB > Submission List** and click **New Application Form**.

ECOS

Submission List

Download

30

Homepage

IRB

Submission List

My Study List

CRMS

FCOI

Report

+ New Application Form

+ New Other Forms

Columns

Export

Filter(1)

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	Action
2024-3101	SingHealth CIRB-Board D	2024-3101-APP1	Application	Draft	Study 1	
2024-3090	SingHealth CIRB-Board D	2024-3090-AMD4	Amendment	Pending Endorsement	Study 2	
2024-3016	SingHealth CIRB-Board F	2024-3016-APP1	Application	Pending IRB Review	Study 3	

Rows per page: 100 1-3 of 3

IRB APP Form Important Note

Role used: Study Sponsor (SS_20)

Kindly note Point 2.

The screenshot shows the ECOS Submission List interface. A modal dialog titled 'IMPORTANT NOTE!' is displayed in the center. The dialog contains four numbered points. Point 2 is highlighted with an orange rectangle. A blue 'Close' button is at the bottom of the dialog, with an orange arrow pointing to it and a text box saying 'Click to proceed.'.

IMPORTANT NOTE!

1. Please save before navigating to the next section or when exiting the form.
2. Please ensure that you are added into the CRMS system to have continued access to this study, if you are not an Investigator listed at Section B2 of this Form.
3. Please do not paste tabular data (tables) or images in the textbox. If required, please submit them as Attachments in the relevant sections.
4. When a document has been amended to replace an existing document:
 - a. Please ensure that both the clean and tracked copies are uploaded.
 - b. A version number and date should be reflected within documents used for the purpose of this research. Where a version number and/ or date is included in the file name, do ensure that it is the same as that stated within the document.
 - c. Please remove the obsolete copies as only the latest version is required.

Close




Click to proceed.


Rows per page: 100 1-3 of 3

First Save of IRB APP Form

Role used: **Study Sponsor (SS_20)**

- At the first save of the IRB APP Form, the system will recognise that SS_20 is not part of the Investigator List in Section B2 (a).
- This will trigger a prompt (next slide).

[Back to Submission List](#) **Submission Detail**   

ECOS Ref: - 

[Form Detail](#)

Application Form Cancel Save

B2. Study Site and Study Investigator

B2. (a) Please select the study sites and investigator:

Study Site List + Add

Study Site	Location	Endorsement needed	Action
* Singapore General Hospital	* SGH	* Yes	Edit Delete

Investigator List + Add

Study Site	Name	Study Role	Designation	Department	Institution	Action
Singapore General Hospital	Prof SGH_PI	PI	Senior Consultant	Department of Renal Medicine	Singapore Hospital	Edit Delete

Section A: Study Title

Section B: Submission B...

Section C: Study Fundin...

Section D: Study Type an...

Other Attachments

Declaration of Principal I...

Prof SGH_PI is the only investigator at the point of first save.

CRMS Prompt in IRB Module

Role used: **Study Sponsor (SS_20)**

- The options for **Site** mirrors the options in Section B2 (a) Study Site List of the IRB APP Form.
- Only 3 options for **Role** available for user to select: Study Administrator, Study Sponsor or Study Team Member.

The screenshot shows the 'Submission Detail' page in the CRMS system. A modal dialog titled 'Please select your site and role in CRMS' is open in the center. The dialog has two required fields: '* Site:' and '* Role:'. The 'Site' field is a dropdown menu. The 'Role' field is a dropdown menu with a list of three options: 'Study Administrator', 'Study Sponsor', and 'Study Team Member'. A blue 'Save' button is located at the bottom right of the dialog. In the background, the 'Form Detail' section of the submission is visible, showing 'Section B: Submission Board' and 'B1. Submission IRB and Board'. The 'B1. (a) The reviewing IRB' section shows 'SingHealth CIRB' and 'B1. (b) Please select the board.' shows 'Board F'. The top navigation bar includes a 'Back to Submission List' link and a 'Submission Detail' title. The top right corner shows a download icon, a notification bell with '30', and a user profile icon.

CRMS Prompt in IRB Module

Role used: **Study Sponsor (SS_20)**

- Select the correct **Site** and **Role**, then click **Save**.
- The system will register this and add SS_20 to the CRMS User Authorisation List (next slide).

The screenshot shows the 'Submission Detail' page in the CRMS system. A modal dialog box is open in the center, titled 'Please select your site and role in CRMS'. The dialog contains two dropdown menus: '* Site:' with 'Singapore General Hospital' selected, and '* Role:' with 'Study Sponsor' selected. A blue 'Save' button is at the bottom right of the dialog, with an orange arrow pointing to it. The background form is partially visible, showing sections like 'Form Detail', 'Application Form', and 'Section B: Submission Board'. The top navigation bar includes a 'Back to Submission List' link and a 'Submission Detail' title. The top right corner has a download icon, a notification bell with '30', and a user profile icon.

User Added to UAL by System

Role used: Study Sponsor (SS_20)

SS_20 added to the User Authorisation List.

Back to Study Details

Study Details

Download

30

2024-3245, Study 4 / Singapore General Hospital

ECOS Reference: 2024-3245

IRB: SingHealth CIRB Board F

Study Status: Draft

Number of Sites: 1

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Prof SGH_PI (Singapore General Hospital)

Department: Department of Renal Medicine (Singapore General Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List

User Authorisation List

Add

Columns

Export

Filter(1)

Member Name	Role	Cluster	Institution	Department	Action
SGH_PI	PI	SingHealth	Singapore General Hospital	Department of Renal Medicine	
SS_20	Study Sponsor	-	Astra Zeneca	Astra Zeneca	

Rows per page: 1001-2 of 2

CRMS Accessibility

Role used: **Study Sponsor (SS_20)**

SS_20 can now access to the study 2024-3245 in CRMS modules.

ECOS

Study List

Download

30

Homepage

IRB

CRMS

Study List

FCOI

Report

Columns

Export

Filter

ECOS Ref	IRB	PI/Site-PI	Number of Sites	Study Title	Action
2024-3245	SingHealth CIRB Board F	Prof SGH_PI (Singapore General Hospital)	1	Study 4	
2024-3101	SingHealth CIRB Board D	Prof SGH_PI (Singapore General Hospital)	1	Study 1	
2024-3090	SingHealth CIRB Board D	Asst Prof NHC_Co-I1 (National Heart Centre Singapore), Dr SKH_PI (Sengkang General Hospital)	2	Study 2	
2024-3070	SingHealth CIRB Board D	A/Prof(Adj) NHC_PI 1 (National Heart Centre Singapore), Dr SKH_PI (Sengkang General Hospital)	3	Study A	

Rows per page: 100 1-6 of 6

IRB Accessibility

Role used: **Study Sponsor (SS_20)**

SS_20 can also access to the IRB APP Form in the IRB module.

ECOS

Submission List

Download

30

Homepage

IRB

Submission List

My Study List

CRMS

FCOI

Report

New Application Form

New Other Forms

Columns

Export

Filter(1)

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	Action
2024-3245	SingHealth CIRB-Board F	2024-3245-APP1	Application	Draft	Study 4	
2024-3101	SingHealth CIRB-Boa	2024-3101-APP1	Application	Draft	Study 1	
2024-3090	SingHealth CIRB-Boa					
2024-3016	SingHealth CIRB-Boa					

ECOS

My Study List

Download

30

Homepage

IRB

Submission List

My Study List

CRMS

FCOI

Report

Columns

Export

Filter

ECOS Ref	IRB	Study Status	Study Title	PI/Site-PI	Action
2024-3070	SingHealth CIRB-Board D	Approved	Study A	-	
2024-3016	SingHealth CIRB-Board F	Pending IRB Review	Study 3	-	
2024-3245	SingHealth CIRB-Board F	Draft	Study 4	-	
2024-3090	SingHealth CIRB-Board D	Approved	Study 2	-	

Rows per page: 100 1-6 of 6

17 Mandatory Fields for Pharmaceutical / Industry-Sponsored Studies

In-Built Logic Checks – Before IRB APP Approval

RECAP:

For Pharmaceutical/ Industry-sponsored studies, the following details must be provided for the IRB Application Form to be submitted successfully.

- a) Sponsor Details, or
- b) Clinical Research Organisation (CRO) Details, and
- c) IRB Review Billing Details.

The system will check and prevent the submission of IRB Application Form should the CRMS 'Study Information – Basic Information' page be incomplete.

IRB APP Form – Section C1

Under Section C1 of the IRB Application Form, if the **Pharmaceutical/ Industry Sponsored** option was selected, upon clicking the **Mandatory Check** button, user will be prompted with a message (*next slide*).

Back to Submission Detail

Submission Detail

Help

99+

2024-0205-APP1

Draft

ECOS Ref: 2024-0205

Submit

Form Detail

Amendment Form

Track Changes

Mandatory Check

Cancel

Save

Save and Exit

*C1. Please provide information regarding the study's funding source or sponsor information.

(a) Department Fund or No funding is required for this study to be carried out

(b) Grant

(c) Pharmaceutical/ Industry Sponsored

*C1. (c) (i) Name of Sponsor Company

XYZ Pharmaceuticals

19 characters entered

*C1. (c) (ii) Is the sponsor offering any incentive connected with research participant recruitment or completion of research study (e.g. finder's fee, recruitment bonuses etc.) that will be paid to the research staff?

Section A: Study Title

Section B: Submission ...

Section C: Study Fundi...

Section D: Study Type a...

Section G: Research M...

Section H: Research D...

Mandatory Check Prompt From IRB APP Form

User will need to go into CRMS > Study Information – Basic Information page to complete the necessary sections.

The screenshot shows a dialog box titled "ECOS" with a close button (X) in the top right corner. A yellow banner at the top contains a warning icon and the text: "The following section(s) is/are incomplete or did not meet the logic check. Please ensure the section(s) is/are completed and ensure information is correct before finalising the submission." Below the banner is a table with four columns: Section, Field, Reason, and Action. The table lists two identical rows of errors related to "Section C: Study Funding Information". Each row has a blue square icon with a white arrow pointing outwards in the Action column. A blue "Confirm" button is located at the bottom right of the dialog box.

Section	Field	Reason	Action
Section C: Study Funding Information	C1. Please provide information regarding the study's funding source or sponsor information.	There is no Sponsor/CRO information in CRMS. Please enter at least one Sponsor/CRO in the CRMS.	
Section C: Study Funding Information	C1. Please provide information regarding the study's funding source or sponsor information.	No billing information in CRMS.	

Confirm

Complete Sponsor/CRO and IRB Details in CRMS

Once completed, user will need to return to the IRB Application Form to finalise it for PI's declaration.

Back to Study List

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Draft

Number of Sites: 2

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List

Required sections completed.

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654	

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
LMN	95672341	lmn@ab.com		Singapore654123	SGH_PI

Restricted, Sensitive - Normal

78

Return to IRB APP Form

- Click on **Mandatory Check** again, the system will inform the user that there are no outstanding tasks preventing the submission of IRB Application Form.
- User can proceed to **Save and Exit** the form, then **Finalise** or **Submit** the form.

The screenshot displays the 'Submission Detail' page for application 2024-0205-APP1. The top navigation bar includes a 'Back to Study Summary' link and a 'Submission Detail' header. A green checkmark icon and the text 'Mandatory check completed.' are highlighted with an orange box. Below this, the application details are listed: Form Type: Application, Form Outcome: -, Initial Review Category: -, Current Editor: SGH_Pi, PI/Site PI: Dr SGH_Pi (Singapore General Hospital), Prof NUH_Pi (National University Hospital), Study Title: Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk, and Quick Link: Study Summary, CRMS. The 'Form Detail' section is active, showing the 'Application Form' with a 'Track Changes' button, a highlighted 'Mandatory Check' button (indicated by a blue arrow), a 'Cancel' button, a 'Save' button, and a 'Save and Exit' button. The form content shows 'A1. Please enter the Study Title for this Study.' with the text 'Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk' entered, and a character count of 87.

In-built Logic Checks – After IRB APP Approval

- After IRB has approved the Application Form, there will be a logic check to ensure the data in the following sections are present:
 - a) Either Sponsor Details or Clinical Research Organisation (CRO) Details; AND
 - b) IRB Review Billing Details
- The system will trigger prompts to stop the user if there is an attempt to delete the data.
- This does not affect studies funded by other sources.

At Least 1 Entry Must Be Retained

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of

There must be at least one entry in IRB Review Fees Billing Details because 'Pharmaceutical/Industry Sponsored' was selected in Section C1 of the IRB Application Form.

Sponsor Details

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	New Data	* Singapore 123654	S	Edit Delete

Clinical Research Organisation (CRO) Details

Add

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
* Add New Data	* Add New Data	* Add New Data	* Add@New.Data	Add New Data	* Add New Data	S	Edit Delete
* Add New Data	* Add New Data	* Add New Data	* Add@New.Data	Add New Data	* Add New Data	S	Edit Delete
* AB-CRO	* AB	* 98762345	* ab@ab.com		* Singapore 654123	S	Edit Delete

IRB Review Fees Billing Details

Add

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
* LMN	* 95672341	* lmn@ab.com		* Singapore 654123	SGH_PI	Edit Delete

Deleting the only entry under IRB Review Fees Billing Details will trigger the above prompt.

Applicable To Both Sponsor/CRO and IRB Details

The system will allow the complete deletion of 1 section but not both.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of

There must be at least one entry in Sponsor Details or in Clinical Research Organisation (CRO) Details because 'Pharmaceutical/Industry Sponsored' was selected in Section C1 of the IRB Application Form.

Sponsor Details

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	New Data	* Singapore 123654	SGH_PI	Edit Delete

Deleting the only entry under Sponsor Details will trigger the above prompt.

Clinical Research Organisation (CRO) Details

Add

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
-------------	---------------------	----------------------	----------------	------------------	------------------

Data under CRO Details can be complete deleted.

IRB Review Fees Billing Details

Add

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
* LMN	* 95672341	* lmn@ab.com		* Singapore 654123	SGH_PI	Edit Delete

Restricted, Sensitive - Normal

82

18 CRMS General Page Functions

CRMS General Page Functions

- Every CRMS webpage has the similar page functions.
- The next few slides demonstrate how the page functions work, it applies to all pages that has the exact function.
- The available functions are: -
 - ✓ Toggle between different studies
 - ✓ Collapse the Study Details panel and CRMS Side Navigation Bar
 - ✓ Expand the Study Details panel and CRMS Side Navigation Bar
 - ✓ Edit data
 - Add data
 - Delete data
 - Save data
 - Cancel edit
 - ✓ Filter/search for data in lists
 - ✓ Select columns to display in the lists
 - ✓ Export
 - ✓ Add user in User Authorisation List
 - ✓ Deactivate user in User Authorisation List

Page Functions – Toggle between different studies

- Red box highlights the Study Dropdown Bar.
- User can toggle to another study using this bar.

Back to Study List

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Draft

Number of Sites: 2

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123

Edit

Restricted, Sensitive - Normal

Page Functions – Toggle between different studies

Back to Study List

Study Details

Download

Alert

Menu

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

▼

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: • Draft

Number of Sites: 2

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Step 1: Click on the Dropdown icon.

Study Information

Basic Information

Regulatory Information

User Authorisation List

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654	

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
LMN	95672341	lmn@ab.com		Singapore654123	SGH_PI

Edit

Page Functions – Toggle between different studies

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0291, Test 1

2024-0264, Test 2

2024-0257, Test 3

2024-0214, Test 4

2024-0212, Test 5

2024-0209, Test 6

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0199, Test 7

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0291, Test 1

2024-0264, Test 2

2024-0257, Test 3

2024-0214, Test 4

2024-0212, Test 5

2024-0209, Test 6

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0199, Test 7

Sponsor Details

Clinical Research Organisation (CRO) Details

IRB Review Fees Billing Details

Name of Sponsor

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

XYZ Pharmaceuticals

XYZ

98761234

xyz@xyz.com

Singapore 123654

Name of CRO

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

AB-CRO

AB

98762345

ab@ab.com

Singapore 654123

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

Last Edited

LMN

95672341

lmn@ab.com

Singapore 654123

SGH_PI

Step 2: Select a study to enter the CRMS pages.

Page Functions – Toggle between different studies

[Back to Study List](#) Study Details Help Download Notifications 99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0291, Test 1

2024-0264, Test 2

2024-0257, Test 3

2024-0214, Test 4

2024-0212, Test 5

2024-0209, Test 6

2024-0199, Test 7

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited By
LMN	95672341	lmn@ab.com		Singapore 654123	SGH_PI

Alternatively, user can choose to click on **Back to Study List** to select a study from the Study List page.

Page Functions – Toggle between different studies

For Site level pages, user will need to additionally select the study site before toggling to another study.

Back to Study List

Study Details

Help

4

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk / Singapore General Hospital (SGH)

2024-0328, Test A

2024-0214, Test B

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

2024-0168, Test C

2024-0050, Test D

2024-0036, Test E

Study Information

Basic Information

Regulatory Information

Site Information

User Authorisation List

Milestones

Participants

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_SA22	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Step 1: Select the study of interest.

Step 2: Select the study site.

Page Function – Collapse

- Study Details panel on top and the CRMS Side Navigation Bar on the left are expanded by default.
- To collapse either sections, click on the **Up arrow** on top or the **Panel icon** at the bottom left, respectively.

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: * Draft

Number of Sites: 2

Initial Outcome Date: -

Valid Till Date: -

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department: Department of Medicine (Singapore General Hospital), Medicine (National University Hospital)

Study Information

Basic Information

Regulatory Information

User Authorisation List

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com		Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123

Page Functions – Expand

Likewise, to expand either sections, click on the **Down arrow** or the **Panel icon**, respectively.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

Expand

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com		* Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
* AB-CRO	* AB	* 98762345	* ab@ab.com		* Singapore 654123

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last E
* LMN	* 95672341	* lmn@ab.com		* Singapore 654123	SGH_

Edit

Page Functions – Edit Data

Click **Edit** to edit the page and to reveal more page functions.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

Edit

Sponsor Details

Name of Sponsor

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

XYZ Pharmaceuticals

XYZ

98761234

xyz@xyz.com

Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

AB-CRO

AB

98762345

ab@ab.com

Singapore 654123

IRB Review Fees Billing Details

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

Last Ec

LMN

95672341

lmn@ab.com

Singapore 654123

SGH_

Restricted, Sensitive - Normal

92

Page Functions – Edit Data

- Other page functions such as Save, Cancel, Add, Edit and Delete will appear.
- To edit any existing data, click **Edit** for the corresponding row.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

Sponsor Details

Save

Cancel

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com		* Singapore 123654	SG	<div>EditDelete</div>

- The selected row will be unlocked for edits to be done. In this case, we have added “New Data” under **Business Fax No.**

Sponsor Details

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	New Data	* Singapore 123654	S	Cancel

Page Functions – Add Data

To add another row, click **Add**. If you need to add 2 rows, click **Add** twice.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

Clinical Research Organisation (CRO) Details

Save

Cancel

Add

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last	Action
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	SG	Edit Delete

2 new blank rows will be created for data entry. In this case, we entered them as “Add New Data”.

Clinical Research Organisation (CRO) Details

Add

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last	Action
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	S	Edit Delete
Add New Data	Add New Data	Add New Data	Add@New Data	Add New Data	Add New Data		Cancel
Add New Data	Add New Data	Add New Data	Add@New Data	Add New Data	Add New Data		Cancel

System In-built Requirements

- Mandatory fields are indicated by asterisks. If this is not completed, the system will trigger an error prompt. At the same time, the data field will be highlighted in a red outline.
- Data fields that requires email address input are configured to accept proper email address format. If this is completed incorrectly, the system will also prompt the user to enter an appropriate email address, e.g., **xx@xx.com**.

[Back to Study List](#)

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

Save

Cancel

Add

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Li	Action
* AB-CRO	* AB	* 98762345	* ab@ab.com		* Singapore 654123	S	Edit Delete
* Add New Data	* Add New Data	* Add New Data	* Add New Data	Add New Data	* Add New Data		Cancel
* Add New Data	*	* Add New Data	* Add New Data	Add New Data	* Add New Data		Cancel

This is a mandatory field. Please fill in response.

Page Functions – Delete Data

To delete a row, click **Delete**. Multiples rows can be deleted as needed.

The screenshot shows the 'Study Details' page for study 2024-0205. The 'IRB Review Fees Billing Details' section contains a table with the following data:

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Edited	Action
LMN	95672341	lmn@ab.com		Singapore654123	SGH_PI	Edit Delete

An orange arrow points to the 'Delete' link in the 'Action' column of the first row. The 'Save' and 'Cancel' buttons are visible in the top right corner.

The system will generate a prompt to confirm deletion. Click **Confirm** to proceed.

The screenshot shows the 'Study Details' page with a confirmation dialog box overlaid. The dialog box contains the text 'Do you want to proceed?' and two buttons: 'Cancel' and 'Confirm'. A black arrow points to the 'Confirm' button. The background shows the 'Sponsor Details' section of the study page.

Click **Save** to save all changes made.

Restricted, Sensitive - Normal

Page Functions – Save Data

Page view after Save.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

Edit

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
XYZ Pharmaceuticals	XYZ	98761234	xyz@xyz.com	New Data	Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
Add New Data	Add New Data	Add New Data	Add@New Data	Add New Data	Add New Data
Add New Data	Add New Data	Add New Data	Add@New Data	Add New Data	Add New Data
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123

IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Ec
---------------------	----------------------	----------------	------------------	------------------	---------

Page Functions – Save Data

Drag the **scroll bar** of each section to the right to see the **Last Edited By** and **Last Edited Date** columns.

Back to Study List

Study Details

Help

Download

Alert

Profile

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

Sponsor Details

Name of Sponsor

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

XYZ Pharmaceuticals

XYZ

88761234

xyz@xyz.com

New Data

Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

Add New Data

Add New Data

Add New Data

Add@New.Data

Add New Data

Add New Data

Add New Data

Add New Data

Add New Data

Add@New.Data

Add New Data

Add New Data

AB-CRO

AB

98762345

ab@ab.com

Singapore B

IRB Review Fees Billing Details

Contact Person Name

Business Contact No.

Business Email

Business Fax No.

Business Address

Business Fax No.

Business Address

Last Edited By

Last Edited Date

New Data

* Singapore 123654

SGH_PI

14-Mar-2024

Business Fax No.

Business Address

Last Edited By

Last Edited Date

Add New Data

* Add New Data

SGH_PI

14-Mar-2024

Add New Data

* Add New Data

SGH_PI

14-Mar-2024

* Singapore 654123

SGH_PI

23-Jan-2024

s Fax No.

Business Address

Last Edited By

Last Edited Date

Restricted, Sensitive - Normal

99

Page Functions – Cancel

To cancel any changes done, click **Cancel**. In this case, data in the Business Fax No. has been deleted.
To reverse the deletion, click **Cancel**.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk

Sponsor Details

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	L	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	Data Deleted	* Singapore 123654	S	Cancel

- The deleted action reversed, original data reverted.

Sponsor Details

Add

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	L	Action
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	New Data	* Singapore 123654	S	Edit Delete

Page Functions – Cancel

Deleted rows can also be reversed. In this case, 2 rows will be deleted for demonstration.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

Save

Cancel

Add

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Li	Action
Add New Data	Add New Data	Add New Data	Add@New.Data	Add New Data	Add New Data	S	Edit Delete
Add New Data	Add New Data	Add New Data	Add@New.Data	Add New Data	Add New Data	S	Edit Delete
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	S	Edit Delete

Page view after user confirms the deletion. Click **Cancel** to reverse the deletion.

Save

Cancel

Add

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Las	Action
AB-CRO	AB	98762345	ab@ab.com		Singapore 654123	SG	Edit Delete

Page Functions – Cancel

Deletion of 2 rows canceled.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.

Edit

Sponsor Details

Name of Sponsor	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
* XYZ Pharmaceuticals	* XYZ	* 98761234	* xyz@xyz.com	New Data	* Singapore 123654

Clinical Research Organisation (CRO) Details

Name of CRO	Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address
* Add New Data	* Add New Data	* Add New Data	* Add@New.Data	Add New Data	* Add New Data
* Add New Data	* Add New Data	* Add New Data	* Add@New.Data	Add New Data	* Add New Data
* AB-CRO	* AB	* 98762345	* ab@ab.com		* Singapore 654123


IRB Review Fees Billing Details

Contact Person Name	Business Contact No.	Business Email	Business Fax No.	Business Address	Last Ec
* LMN	* 95672341	* lmn@ab.com		* Singapore 654123	SGH_L

Restricted, Sensitive - Normal

102

Page Functions – Filter

- In certain CRMS pages, users can use the Filter function to display specific information only.
- For example, in the User Authorisation List, it is pre-set to display only roles that are **Active**, **Pending IRB Approval** or **Pending Endorsement**.
-  **Filter(1)** indicates that there is one (1) filter applied.

[Back to Study List](#)

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department : Department of Medicine(Singapore General Hospital),Medicine(National University Hospital)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_PI@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_Co-I1@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Senior Executive	SGH_SA1@sg.h.com.sg	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	SS_20@az.com	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Page Functions – Filter

- Users with role status 'Active' and 'Pending' are displayed by default. To see users with any role status, **remove** the default filters.
- Alternatively, user can choose to add on the “Inactive” label under Role Status.

The screenshot shows the 'Study Details' page for study 2024-0205. The 'User Authorisation List' table contains two rows:

Member Name	Role	Cluster	Institution	Department
SGH_PI1	PI	SingHealth	Singapore General Hospital	Department of Medicine
SGH_Co-11	Col	SingHealth	Singapore General Hospital	Department of Medicine

The 'Filter' modal is open, showing the 'Role Status' section with three labels: 'Active x', 'Pending IRB Approval x', and 'Pending Endorsement x'. Arrows point to these labels with a callout box stating: 'Step 2: Delete the 3 labels pre-set.'

Page Functions – Filter

With the filter removed, the User Authorisation List now displays all users, including **Inactive** ones.

Back to Study List

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department : Department of Medicine(Singapore General Hospital),Medicine(National University Hospital)

User Authorisation List

+ Add

Columns

Export

Filter

Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_PI@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_Co-I1@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM11	Study Team Member	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Executive	SGH_STM11@sgh.com.sg	CRMS	Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024	
SGH_SA1	Study Administrator	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Senior Executive	SGH_SA1@sgh.com.sg	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	SS_20@az.com	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Restricted, Sensitive - Normal

105

Page Functions – Columns

- Use the Columns function to narrow the information to be displayed.
- The User Authorisation List will be used as an example.

[Back to Study List](#)

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

ECOS Reference: 2024-0205

IRB: CIRB Board D

Study Status: Approved

Number of Sites: 2

Initial Outcome Date: 24-Jan-2024

Valid Till Date: 23-Jan-2025

PI/Site PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)

Department : Department of Medicine(Singapore General Hospital),Medicine(National University Hospital)

User Authorisation List

+ Add

Columns

Export

Filter

Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_PI@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Consultant	SGH_Co-I1@singhealth.com.sg	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM11	Study Team Member	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Executive	SGH_STM11@sgh.com.sg	CRMS	Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024	
SGH_SA1	Study Administrator	SingHealth	Singapore General Hospital (SGH)	Department of Medicine	Senior Executive	SGH_SA1@sgh.com.sg	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Non-PHI	Astra Zeneca	Astra Zeneca	CRA	SS_20@az.com	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Step 1: Click Columns.

Page Functions – Columns

By default, all boxes will be checked to display all data columns.

The screenshot shows the 'Study Details' page for the study '2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore Gen'. The 'User Authorisation List' is displayed with columns: Member Name, Role, Cluster, and Institution. Two users are listed: SGH_PI1 (PI) and SGH_Co-I1 (Col), both from SingHealth at Singapore General Hospital. A '+ Add' button is present. A 'Column' selection modal is open, showing a list of columns with checkboxes. The modal title is 'Column' and it indicates 'Selected 15'. The columns listed are: Member Name, Role, Cluster, Institution, Department, Designation, Email Address, Data Source, and Role Status. All checkboxes are currently checked. Four orange arrows point to the checkboxes for Cluster, Department, Designation, and Email Address, indicating they should be unchecked. The modal has 'Clear', 'Cancel', and 'Save' buttons at the bottom.

Step 2:
Uncheck the boxes of 4 columns:

- Cluster
- Department
- Designation
- Email Address

Page Functions – Columns

The User Authorisation List will not display the data columns that were unchecked.

Back to Study List

Study Details

Help

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Expo

Clear

Cancel

Save

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM11	Study Team Member	Singapore General Hospital (SGH)	CRMS	Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Rows per page: 100 1-5 of 5

Column

Selected 11

Search

Select All

☒ Member Name

☒ Role

☐ Cluster

☒ Institution

☐ Department

☐ Designation

☐ Email Address

☒ Data Source

☒ Role Status

Clear

Cancel

Save

Page Functions – Export

- Click the **Export** button to download the User Authorisation List in Excel or PDF.
- Excel offers better flexibility to modify the column and row width/heights before saving as PDF.

[Back to Study List](#)

Study Details

HelpDownloadNotificationsSettings

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

☰

🔍

🔒

⚙️

👤

☰

User Authorisation List

+ AddColumnsExportFilter

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM11	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	● Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	● Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Rows per page: 1001–5 of 5

Page Functions – Export

- The Export function will generate the User Authorisation List with the specific Columns and Filter selected (if any).
- Steps to export are the same across all pages that can be exported.

ECOS Reference: 2024-0205										
Unique Identifier: 2024-0205-Singapore General Hospital										
Study Title: Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.										
PI/Site-PI: Dr SGH_PI (Singapore General Hospital), Prof NUH_PI (National University Hospital)										
Study Status: Approved										
Initial Outcome Date: 24-Jan-2024										
Valid Till Date: 23-Jan-2025										
Downloaded By: SGH_PI										
Downloaded Date and Time: 23-Feb-2024 17:54:46										
Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date
SGH_PI	PI	Singapore General Hospital	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1				24-Jan-2024
SGH_Co-I1	Col	Singapore General Hospital	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1				24-Jan-2024
SGH_STM11	Study Team Member	Singapore General Hospital	CRMS	Inactive			24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024
SGH_SA1	Study Administrator	Singapore General Hospital	CRMS	Active	24-Jan-2024	SGH_PI			SGH_PI	24-Jan-2024
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement					SGH_Co-I1	24-Jan-2024

Expected view of the exported User Authorisation List.

Page Functions – Add User

[Back to UAL](#)

Any user that has access to the CRMS User Authorisation List will be able to add a new user.

Back to Study List

Study Details

Help

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Rows per page: 1001-4 of 4

Step 1: Click Add.

Page Functions – Add User

Back to Study List

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital

User Authorisation List

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-

Step 2: Enter the full name or email address of the new user.

Add

SubmitCancel

* Member Name/Email :

SGH_STM22

Member Name	Cluster	Institution	Department	Designation
SGH_STM22	SingHealth	Singapore General Hospital (SGH)	Department of Renal Medicine	-

* Role :

Please select

Total Rows: 1

Step 3: Click the Search icon.

Step 4: Any user that matches the search criteria will be listed. Select the row with user details.

Page Functions – Add User

Back to Study List

Study Details

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital

User Authorisation List

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-

Add

SubmitCancel

* Member Name/Email :

SGH_STM22

Member Name: SGH_STM22

Cluster: SingHealth

Institution: Singapore General Hospital (SGH)

Department: Department of Renal Medicine

Designation: Clinical Research Coordinator

Email: SGH_STM22@sgh.com.sg

* Role :

Please select

Study Sponsor

Study Administrator

Study Team Member

Step 6: Click Submit.

Step 5: Click on the Dropdown icon and select the role of the user.

Page Functions – Add User

If the addition of user was performed by a PI/Site-PI (SGH_PI in this example), the endorsement is immediate.

Back to Study List

Study Details

Help

1

99+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Page Functions – Add User

- If the addition of user was performed by any other role (SGH_RO1 in this example), PI/Site-PI's endorsement in CRMS is required.
- System will route the pending task to PI/Site-PI for completion. Endorsement Is site-specific.

Back to Study List

Study Details

Help

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SGH_SA22	Study Administrator	Singapore General Hospital (SGH)	CRMS	Pending Endorsement	-	-	-	-	SGH_RO1	07-Mar-2024	
SS_20	Study Sponsor	Astra Zeneca	CRMS	Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Page Functions – Add User

Below is the updated page view after PI/Site-PI has reviewed and endorsed the newly added user. New information will be recorded in the relevant columns.

[Back to Study List](#)

Study Details

Help199+

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Export

Filter(1)

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_SA22	Study Administrator	Singapore General Hospital (SGH)	CRMS	● Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	CoI	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	● Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SS_20	Study Sponsor	Astra Zeneca	CRMS	● Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Rows per page: 1001-6 of 6

Page Functions – Deactivate User

Role used: Study Administrator (SGH_SA22)

[Back to UAL](#)

User deactivation can also be done by any user who has access to the CRMS User Authorisation List.

[Back to Study List](#)

Study Details

HelpDownloadNotifications2

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ AddColumnsExportFilter

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_SA22	Study Administrator	Singapore General Hospital (SGH)	CRMS	● Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	Singapore General Hospital (SGH)	IRB	● Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_STM11	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Inactive	-	-	24-Jan-2024	SGH_PI	SGH_PI	24-Jan-2024	
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	● Active	24-Jan-2024	SGH_PI	-	-	SGH_PI	24-Jan-2024	Deactivate
SGH_STM22	Study Team Member	Singapore General Hospital (SGH)	CRMS	● Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	
SS_20	Study Sponsor	Astra Zeneca	CRMS	● Pending Endorsement	-	-	-	-	SGH_Co-I1	24-Jan-2024	

Click Deactivate.

Page Functions – Deactivate User

User deactivation does not require PI/Site-PI's endorsement in CRMS, it will take effect immediately. In this example, SGH_SA22 has deactivated SGH_SA1."

Back to Study List

Study Details

Help

2

2024-0205, Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk. / Singapore General Hospital (SGH)

User Authorisation List

+ Add

Columns

Export

Filter

Member Name	Role	Institution	Data Source	Role Status	Endorsement Date	Endorsed By	Deactivation Date	Deactivated By	Last Edited By	Last Edited Date	Action
SGH_SA1	Study Administrator	Singapore General Hospital (SGH)	CRMS	Inactive	24-Jan-2024	SGH_PI	14-Mar-2024	SGH_SA22	SGH_SA22	14-Mar-2024	
SGH_SA22	Study Administrator	Singapore General Hospital (SGH)	CRMS	Active	07-Mar-2024	SGH_PI	-	-	SGH_PI	07-Mar-2024	Deactivate
SGH_PI	PI	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
SGH_Co-I1	Col	Singapore General Hospital (SGH)	IRB	Active	24-Jan-2024	CIRB_D_IRBSec1	-	-	-	24-Jan-2024	
	Study Team	Singapore General									

Email Notifications

System-generated notification emails will be sent to the relevant users at specific trigger points.



CRMS Report

- Reports can be generated from CRMS to fulfil any periodic or KPI reporting at the institution level.
- Reports generated will include all data except for new data entered on the day itself.
- CRMS Report section can only be accessed by selected roles.

ECOS

CRMS Institution Report

Help

Regulatory Information (CRM)

Regulatory Information (rHBR)

SAE Reports for CT Insurance

Publications Listing

Grant Listing

Recruitment Report

Enrolment and Reporting Status

Studies Listing

Study Milestones

Regulatory Information (Clinical Tri...

Contracts Tracking Listing

Columns

Export

Filter(1)

Unique identifier	Study Title	Study PI or Site-PI Name	Study Role	Milestone	Expected Date	Actual Date	Remarks
2024-0205-Singapore General Hospital (SGH)	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	SGH_PI	PI	IRB Approval	08-Feb-2024	24-Jan-2024	-
2024-0205-Singapore General Hospital (SGH)	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	SGH_PI	PI	Regulatory Approval	17-Jan-2024	22-Jan-2024	Slight delay due to additional round of queries from HSA.
2024-0205-Singapore General Hospital (SGH)	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	SGH_PI	PI	Study Initiation	29-Jan-2024	25-Jan-2024	-
2024-0205-Singapore General Hospital (SGH)	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	SGH_PI	PI	First Participant Screened	26-Jan-2024	26-Jan-2024	-
2024-0205-Singapore General Hospital (SGH)	Efficacy and Safety of DRUG-X in the Treatment of Osteoporosis with High Fracture Risk.	SGH_PI	PI	First Participant Enrolled	23-Feb-2024	13-Feb-2024	Eligibility criteria assessed and confirmed on 12 Feb 2024.

NOTE: This is a simplified version of the report generated from a single study.

CRMS Reports (NHG)

Types of reports:

- Clinical Trials within the Institution
- Studies with CRM (Medical Device)
- Studies managed by the respective Primary Site Coordinator/ Backup Site Coordinator
- Turn-around Time (TAT) report for budget
- Recruitment Numbers
- Basic Participant Information
- Participant ICF Information
- Participant Visit Plan
- Participant-Visit Configuration
- Participant-ICF Configuration
- Site-Funding and Grant Information
- Site-Agreement Information
- Site-Contract Information
- Site-Milestone Information

Steps to export is the same as the one demonstrated using the User Authorisation List.

TIP: Use the Columns function to narrow data selection.