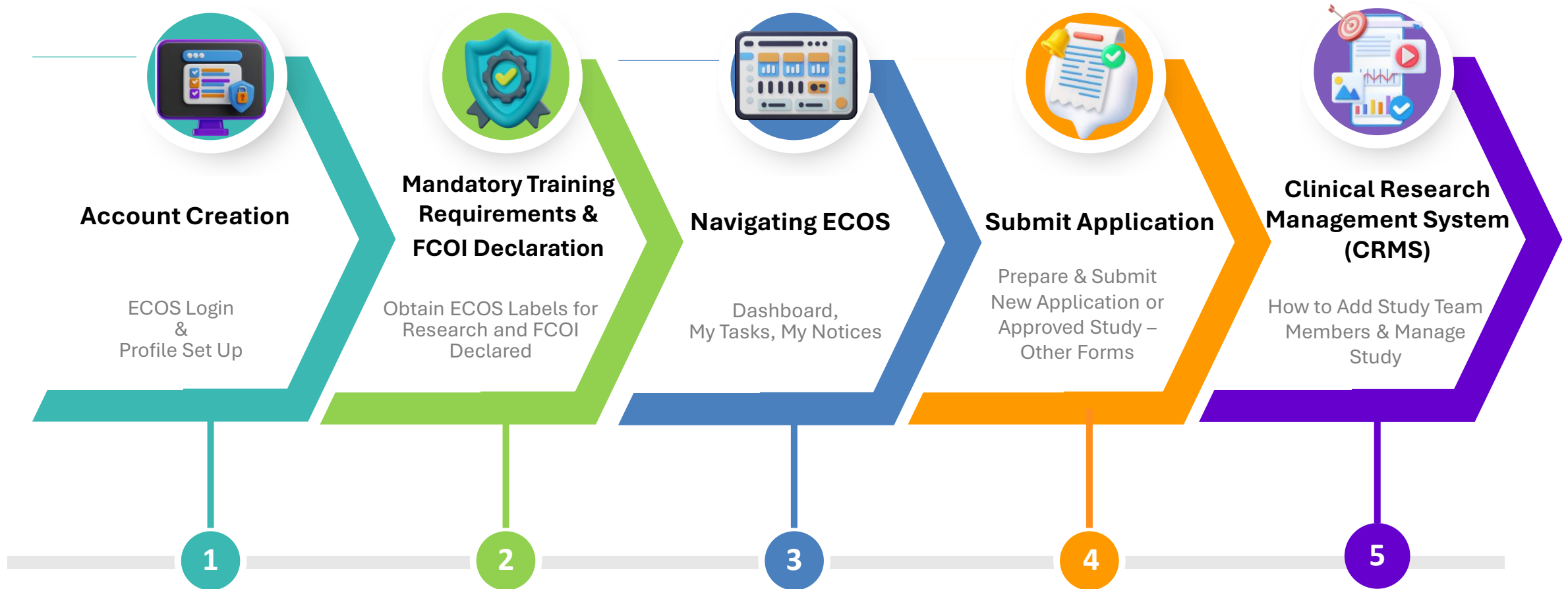


Quick Start Guide: Ethics & Compliance Online System (ECOS)

Getting Started - Ethics and Compliance Online System (ECOS)

ECOS, launched on 10 May 2024, is the new IRB IT system co-developed by NHG Health and SingHealth that supports the research lifecycle and provides centralised oversight for IRBs, institutions, and researchers.



Contents

1. Account Creation	ECOS Login
	User Profile Set Up
2. Mandatory Training Requirements & FCOI Declaration	Complete Minimum Training Requirements To Receive ECOS Labels to Submit Studies
	FCOI Declaration
3. Navigating ECOS	Navigating ECOS
4. Submit Application	Who can make a submission on ECOS?
	Create New Application
	Create New Application/ Forms – PI/Site PI/Co-I
	Create New Application – STM/SA/SS
	Create New Other Forms for Approved Study

5. Clinical Research Management System (CRMS)	Overview
	How To Add My Team Members to My Studies on ECOS?
	How To Endorse / Reject / Deactivate My Team Members to My Studies on ECOS?
	Managing IRB Submission for Sponsored Study
	Managing Your Study Activities
Resources	ECOS Modules User Guides
	Useful Contacts



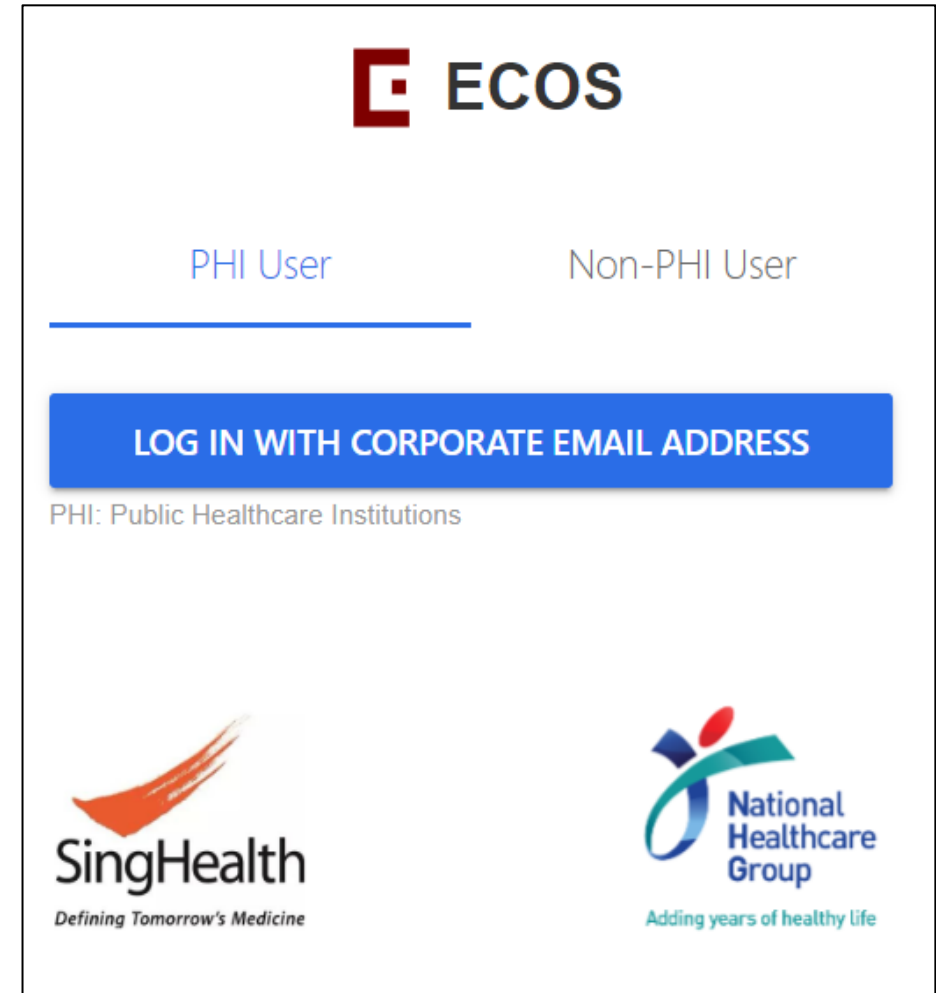
Account Creation

- ECOS Login
- User Profile Set-Up



Public Healthcare Institutions (PHI) Users – Login

- 1) PHI - Agency for Integrated Care (AIC), Ministry of Health (MOH), MOH Holdings (MOHH), National Healthcare Group (NHG), SingHealth, National University Health Systems (NUHS)
- 2) ECOS Login <https://www.ecos-research.com.sg/login/>
- 3) Login with your corporate M365 email address & Password
- 4) ECOS account will be automatically generated for users with corporate M365 email accounts
- 5) Two factor authentication (2FA) via Microsoft Authenticator is required





Non-Public Health Institution (PHI) Users – Login

- 1) Non-PHI - Pharma Sponsors, Academic Institutions (e.g. NUS)
- 2) ECOS Login
<https://www.ecos-research.com.sg/login/>

The screenshot shows the ECOS login interface. On the left, there is a sidebar with an 'Announcement' section containing a 'General UAT2 CRMS UPLOAD' notice dated 01-Feb-2024. The main content area has a 'PHI User' tab selected, and a 'Non-PHI User' tab is highlighted with a red box and a callout '1' pointing to it with the text 'Go to the "Non-PHI User" tab'. Below the tabs are input fields for 'Email' and 'Password', a 'Log in' button, and a 'Sign Up' button highlighted with a red box and a callout '2' pointing to it with the text 'Click on "Sign Up"'. At the bottom, there are logos for SingHealth and National Healthcare Group.

The screenshot shows the 'User Registration' form. It includes fields for 'Email', 'Full Name', and 'Password', each with a placeholder text. Below these fields is a checkbox for 'I agree with User Privacy Agreement' and a 'Register' button. A callout '3' points to the form with the text 'Complete the registration form with your i. Email Address (preferably corporate) ii. Full Name iii. Password'.



Non-PHI Users – Login *(continued)*

Microsoft Authenticator App

First-time users of ECOS with the App on your mobile device will need to pair it to this account, by clicking **“Verify ID”**

If you do not already have the App, you will need to Download it from Apple App Store or Google Play and create an account.



In Microsoft Authenticator

The screenshot shows the Microsoft Authenticator app interface. On the left, the account list includes 'iConnect@NHG' and 'HealthSG @nhg.com.sg'. On the right, the 'Verified IDs' screen displays a message: 'Accept a Verified ID for more control of your identity. Some websites and organizations now offer Verified IDs. They make account setup simpler and safer, while giving you more visibility and control over your personal data. A website typically offers a Verified ID through a QR code. Scan the code to get started.' A red box highlights the 'Scan QR code' button at the bottom of the Verified IDs screen. A red arrow points from this button to the next step.

1 Click to verify ID

Pop-up message in ECOS registration page

The screenshot shows the ECOS registration page with a 'Verify Account' pop-up. The pop-up contains a QR code and the text: 'To keep your account safe, please scan the QR code below to bind your account in the Authenticator APP, first.' A red box highlights the QR code. A red arrow points from the QR code to the next step.

2 Scan QR Code

3 Enter the verification code from Microsoft Authenticator



User Profile Set Up

- 1) Click  **Profile icon** (top right corner)
- 2) Click **User Profile** and update

TTSH_STM2 X

Salutation: Mr [↗](#) Select "Salutation"

Profile and Minimum Training Information Study Information

Current Appointment Details + Add

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

Academic Qualifications + Add

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

Employment History + Add

Institution/Organisation	Department	Designation	From	To	Action

Registration Type + Add

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

Registration Council	Type of Current Registration	Date of Registration	Action



Mandatory Training Requirements & FCOI Declaration

- Complete Minimum Training Requirements To Receive ECOS Labels to Submit Studies
- FCOI Declaration

- 1) Only PIs, Site PIs, Co-Is are listed in the Application Form - Section B2(a) Investigator List. These investigators must submit their minimum training certificates for validation and issuance of “**ECOS Labels**” .
- 2) **ECOS Labels** allows users to submit studies they are qualified to conduct based on completed minimum training requirements. If the requirements are not met, the system will prompt, and no "label" will be issued.
- 3) All other study team members (Study Administrator, Study Member and Sponsors) are added in the **Clinical Research Management System (CRMS)** ([slide 25](#)).

For NHG Health Staff and Partner Institutions

(Please refer to your cluster’s/institution’s minimum training policy/requirements.)

Type of Study	Minimum Training Requirements	ECOS Labels
		✓ Non-HBR, HBR, SBE, Clinical Trials
Non-Human Biomedical Research	CITI Biomed CITI FCOI [^]	Non-HBR
Human Biomedical Research regulated by HBRA	CITI Biomed CITI FCOI [^] HBRA Training*	HBR
Clinical Trials regulated by HSA	GCP CITI FCOI [^]	Clinical Trials
Social, Behavioural, Educational Research (applicable to submissions to NHG Health DSRB Domain F)	CITI SBE CITI FCOI [^]	SBE

[^]The FCOI declaration form will be given a “Reviewed and Completed” status.

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

Note:

- a) CITI Biomed, CITI FCOI, CITI GCP and CITI SBE → Please upload the **completion report showing all completed modules** (slide 11 for example)
- b) HBRA Training Certificate → Please upload the eCertificate


For more information, refer to [Overview of Minimum Training Requirements](#)



Example of CITI Completion Report


**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 2 OF 2
COURSEWORK TRANSCRIPT****

** NOTE: Scores on this [Transcript Report](#) reflect the most current quiz completions, including quizzes on optional (supplemental) elements of the course. See list below for details. See separate Requirements Report for the reported scores at the time all requirements for the course were met.

- Name: [Redacted]
- Institution Affiliation: **National Healthcare Group Pte Ltd. (ID: 527)**
- Institution Email: [Redacted]
- Institution Unit: [Redacted]
- Phone: [Redacted]
- Curriculum Group: [Redacted]
- Course Learner Group: [Redacted]
- Stage: [Redacted] 
- Record ID: [Redacted]
- Report Date: [Redacted]
- Current Score**: [Redacted]

REQUIRED, ELECTIVE, AND SUPPLEMENTAL MODULES	MOST RECENT	SCORE
Informed Consent (ID: 3)	25-Jan-2023	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	26-Jan-2023	4/5 (80%)
Belmont Report and Its Principles (ID: 1127)	25-Jan-2023	3/3 (100%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	25-Jan-2023	4/4 (100%)
The Federal Regulations - SBE (ID: 502)	26-Jan-2023	5/5 (100%)
Assessing Risk - SBE (ID: 503)	26-Jan-2023	5/5 (100%)
Records-Based Research (ID: 5)	25-Jan-2023	4/4 (100%)
Internet-Based Research - SBE (ID: 510)	26-Jan-2023	3/5 (80%)
History and Ethics of Human Subjects Research (ID: 498)	25-Jan-2023	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	26-Jan-2023	4/5 (80%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 10680)	25-Jan-2023	5/5 (100%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	25-Jan-2023	4/5 (80%)
NHG-Singapore. Overview of the Regulatory Framework and Guidelines in Singapore (ID: 809)	25-Jan-2023	No Quiz
NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810)	25-Jan-2023	No Quiz
National Healthcare Group - Singapore (ID: 808)	25-Jan-2023	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.




Completion Date 28-Oct-2022
Expiration Date N/A
Record ID [Redacted]

This is to certify that:

Has completed the following CITI Program course:


Not valid for renewal of certification through CME.

CITI Good Clinical Practice
 (Curriculum Group)
CITI Good Clinical Practice Course
 (Course Learner Group)
1 - Basic Course
 (Stage)



Under requirements set by:




[Redacted]



This GCP training contains all of the attested CITI Program modules from the GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) Version 2. This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.


Verify at www.citiprogram.org/verify/?w78b299b7-e656-43d4-a482-7a8274a6b921-51738529





How To: Upload/Update Minimum Training Certificates


- 1(a) At “**User Profile**”, locate the “**Profile and Minimum Training Information**” tab
- 1(b) Scroll down to select “**Minimum Training Certificates**”
- 2) Click on  to upload/update certificate/s
- 3) Click on  for “**Certificate Detail**”
- 4) Click on  and to select the training certificate to be uploaded

TTSH_User_GM01
Salutation: Dr



1a Profile and Minimum Training Information Study Information

Current Appointment Details 

Primary/Secondary Appointment	Cluster	Institution/Organisation	Department	Designation	Action
Primary	NHG				 
Secondary	Non-PHI				 




1b


Minimum Training Certificates  

Note: Meet the minimum training requirement to conduct: NIL

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action	Download List
No Record							


Minimum Training Certificates 

Note: Meet the minimum training requirement to conduct: NIL



3




NTFGH_User_DT04
Salutation: AProf


Minimum Training Certificates 


Note: Meet the minimum training requirement to conduct: NIL


Cluster	Name of Training Certification	File Name	Training Completion Date
No Record			


4

Certificate Detail   

* Name of Training Certification 


* File Name 

* Training Completion Date 



Expiry Date 

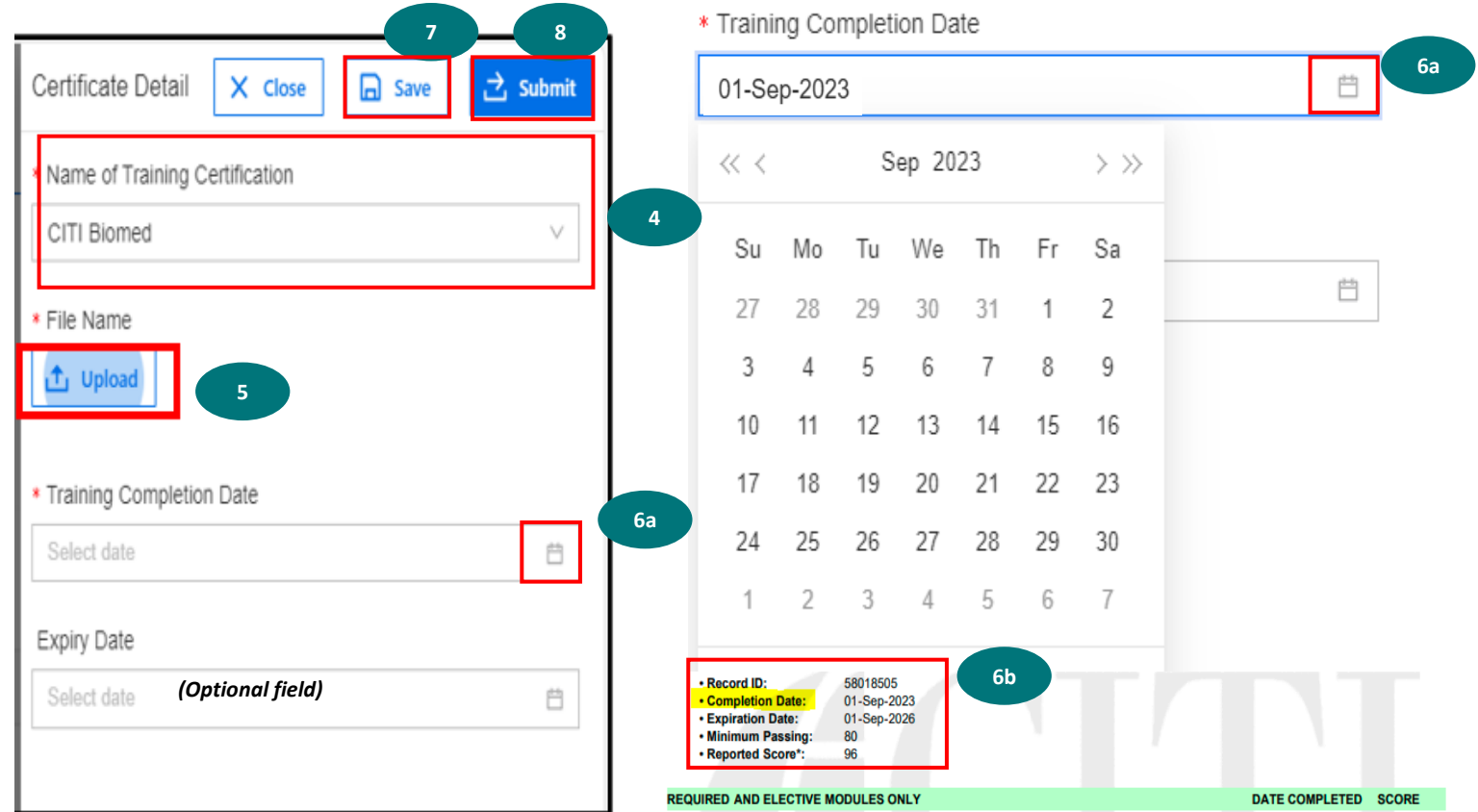
* Name of Training Certification

Local GCP
GCP
CITI Biomed
CITI SBE
HBRA Essentials

Expiry Date 

How To: Upload/Update Minimum Training Certificates *(continued)*

- 4) Select “Name of Training Certification”
- 5) Click  to browse and upload the training certificate. (Limited to one file upload for each type of Training Certificate)
- 6(a) Click the **Calendar icon** for the calendar window
- 6(b) Select “Completion Date” on the training certificate
- 7) “Save” the Training Certificate and details
- 8) Click  to send certificates to your cluster / institution’s designated Minimum Training Secretariat for review



The screenshot shows the 'Certificate Detail' form with the following elements and annotations:

- 7**: 'Save' button
- 8**: 'Submit' button
- 4**: 'Name of Training Certification' dropdown menu (value: CITI Blomed)
- 5**: 'Upload' button for the File Name field
- 6a**: Calendar icon for the Training Completion Date field
- 6a**: Calendar window showing '01-Sep-2023' selected
- 6b**: Summary box showing:
 - Record ID: 58018505
 - Completion Date: 01-Sep-2023
 - Expiration Date: 01-Sep-2026
 - Minimum Passing: 80
 - Reported Score*: 96

At the bottom of the page, there is a green bar with the text: REQUIRED AND ELECTIVE MODULES ONLY DATE COMPLETED SCORE



Review Training Certificate – Document Review Status

- 1) Upon submission of the Training Certificate view its status under the “**Minimum Training Certificates**” section
- 2) View “**Document Review Status**”: Pending Verification/Completed/ Rejected/Expired *(at the far right of the screen)*

Note: You will receive an email notification when there is a review outcome from the Minimum Training Secretariat

Minimum Training Certificates 1
 Note: Meet the minimum training requirement to conduct: NIL + Add

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action
NUHS	CITI Biomed	citiCompletionReport_12892325_601...	01-Sep-2023	-	31-Aug-2024	

Validity Date	Document Review Status	Comments/Reje	Action
31-Aug-2024	Pending Verification	2	

Document Review Status	Description
Pending Verification	Training Certificate is pending verification by your Cluster / Institution’s Minimum Training Secretariat
Completed	Training Certificate has been verified and accepted by your Cluster / Institution’s Minimum Training Secretariat
Rejected	Training Certificate is rejected by your Cluster / Institution’s Minimum Training Secretariat
Expired	Validity Date of Training Certificate has passed. Please complete the Refresher course and upload the new Training Certificate.

Edit & Review Training Certificate Status & ECOS Labels

Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct: ✓ Clinical Trials, HBR, Non-HBR

+ Add

Name of Training Certificate	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
CITI SBE	[REDACTED].docx	19-Apr-2024	19-Apr-2024	Permanent	● Rejected	Did not complete at least 5 SBE modules.	

1

2

Profile and Minimum Training Information

Study Information

Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct: ✓ Non-HBR, Clinical Trials, HBR

3

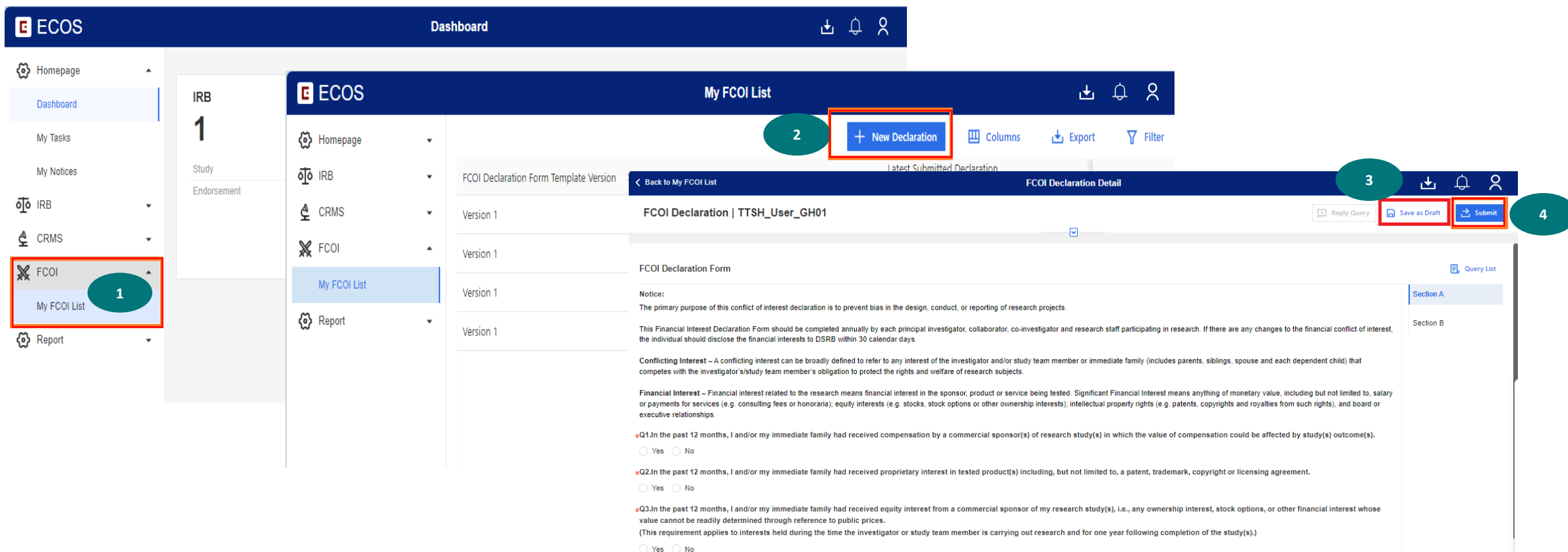
+ Add

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

- 1) Under “**Document Review Status**” field, the reason for a training certificate being “**Rejected**” will be indicated in “**Comments/Rejection Reason**”
- 2) To resubmit Training Certification
 - Click “**Edit**”
 - Delete the incorrect Training Certificate
 - Re-do steps recommended in slides 12 to 14
- 3) The Minimum Training Secretariat will issue “**ECOS Labels**” ([slide 9 – Type of Research](#)) for the type of study that a user can conduct according to the training certificate that was submitted for verification. Do ensure that you have obtained the relevant ECOS Labels for your research.

How To Submit FCOI Declaration Form

- 1) On the “Dashboard” page, click “My FCOI List” (left sidebar)
- 2) Click [+ New Declaration](#) to submit a new FCOI Declaration Form & provide details of any Financial Conflict of Interest
- 3) Click “Save as Draft” if you are not ready to submit your FCOI Declaration yet
- 4) Click “Submit” when you are ready to submit to the FCOI Secretariat for review



The screenshot displays the ECOS system interface. The top navigation bar shows 'ECOS' and 'Dashboard'. The left sidebar contains 'My FCOI List' (1). The main content area shows 'My FCOI List' with a '+ New Declaration' button (2). The 'FCOI Declaration Detail' form for 'TTSH_User_GH01' is visible, featuring a 'Save as Draft' button (3) and a 'Submit' button (4). The form includes a notice, instructions, and questions Q1, Q2, and Q3 regarding compensation, proprietary interest, and equity interest.

For more information, refer to [Financial Conflict of Interest \(COI\) Part 1:Declarations & Financial Conflict of Interest \(FCOI\) Part2: Training](#)

Respond to FCOI Secretariat's Queries

Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Form Status	Form Outcome	Action
22-Feb-2024 15:23:16	22-Feb-2024 15:23:16	-	Pending User Reply	-	👁️
19-Jan-2024 10:17:21	19-Jan-2024 10:17:21	19-Jan-2024 15:49:33	Review Completed	Approved	👁️
23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	23-Nov-2023 15:39:29	Review Completed	Approved	👁️

FCOI Declaration | Dr TTSH_User_DI Pending User Reply

FCOI Declaration Form Save at 20-Apr-2024 10:58:27

Section A

Section B

Notice:
The primary purpose of this conflict of interest declaration is to prevent bias in the design, conduct, or reporting of research projects.

This Financial Interest Declaration Form should be completed annually by each principal investigator, collaborator, co-investigator and research staff participating in research. If there are any changes to the financial conflict of interest, the individual should disclose the financial interests to DSRB within 30 calendar days.

Conflicting Interest – A conflicting interest can be broadly defined to refer to any interest of the investigator and/or study team member or immediate family (includes parents, siblings, spouse and each dependent child) that competes with the investigator's/study team member's obligation to protect the rights and welfare of research subjects.

Financial Interest – Financial interest related to the research means financial interest in the sponsor, product or service being tested. Significant Financial Interest means anything of monetary value, including but not limited to, salary or payments for services (e.g. consulting fees or honoraria); equity interests (e.g. stocks, stock options or other ownership interests); intellectual property rights (e.g. patents, copyrights and royalties from such rights), and board or executive relationships.

*Q1. In the past 12 months, I and/or my immediate family had received compensation by a commercial sponsor(s) of research study(s) in which the value of compensation could be affected by study(s) outcome(s).

Yes No

- 1) Click **“My FCOI List”** (left sidebar)
- 2) At **“Form Status” – “Pending User Reply”**, your action is required
- 3) Click the **eye icon** to view the **“FCOI Declaration Form”**
- 4) Click **“Query List”** to view the query/queries from the FCOI Secretariat The indicates that there is a query to be addressed.

- 5) Click **“Reply Query and Re-submit”** to send the responses and FCOI Declaration Form back to the FCOI Secretariat
- 6) If the FCOI Declaration “Form Outcome” is “Approved”, “Form Status” will show “Review Completed”

FCOI Declaration Form Template Version	Creation Date	Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Form Status	Form Outcome	Action
2024 FCOI Declaration Form	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:37:24	Review Completed	Approved	👁️

After you have obtained (a) ECOS Label **and** received (b) FCOI Review Completed, you can now proceed to submit an application for the respective study.

Profile and Minimum Training Information Study Information

Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct: ✓ Non-HBR, Clinical Trials, HBR + Add

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
SingH...	GCP	GCP Certific...	01-Apr-2023	-	Permanent	● Completed		↗ ↻
SingH...	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	30-Nov-2023	● Expired		↗ ↻
SingH...	CITI Biomed	CITI CERTIFI...	01-Nov-2021	-	31-Oct-2024	● Completed		↗ ↻

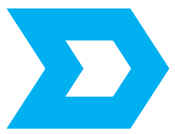
ECOS My FCOI List ↓ ↑ 👤

+ New Declaration Columns Export Filter


FCOI Declaration Form Template Version	Creation Date	Initial Declaration Date	Latest Submitted Declaration Date	Outcome Date	Form Status	Form Outcome	FCOI Status	Action
2024 FCOI Declaration Form	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:36:39	22-Oct-2025 10:37:24	● Review Completed	● Approved	No	🔍

3 Navigating ECOS

- Dashboard - My Tasks / Notices / Study List



Navigating ECOS – Dashboard, My Tasks, My Notices

- 1) View pending tasks for each module on your “**Dashboard**”.
- 2) “**My Tasks**” – Switch tiles to review pending tasks in respective modules.
- 3) “**My Notices**” - View latest notices here. The ‘ ● ’ indicates that the notice has not been read.
- 4) Click to view  **System Notifications**.

IMPORTANT NOTE:
The timeout for ECOS is 60 minutes.
Please “**Save**” the form to keep it active.
Editing only does not keep the form active.

Board	Task Received Date	Task Status	Form Type	Form Ref	Study Title	Action
Domain B	02-Apr-2024	Pending	Amendment	2024-3015-AMD1	ECOS Overall UAT 2	
Domain A	11-Apr-2024	Pending	Application	2024-3186-APP1	Evaluating the effects of holidays on work productivity	
Domain C	11-Apr-2024	Pending	Application	2024-3185-APP1	Test Draft_11 April 2024 KTPH (Main), TTSH - Site (Non-Sponsored) by V	

Navigating ECOS – View “My Study List”

There are two ways to view the studies you are involved in:

- 1) At , click **“My Study List”** to view the list of studies that you are involved in
- 2) At **“User Profile”**, click **“Study Information”**
- 3) Click **view** to go into the study

ECOS Ref	IRB	Study Status	Study Title	PI/Site-PI Name	Initial Review Category	Action
	NHG DSRB-Domain B	Pending IRB Review	Please enter the Study Title for this Study.	-	-	
	NHG DSRB-Domain A	Draft	Evaluating the effects of holidays on work productivity	-	-	
2024-3186	NHG DSRB-Domain A	Draft	Evaluating the effects of holidays on work productivity	-	-	
2024-3185	NHG DSRB-Domain C	Draft	Test Draft_11 April 2024 KTPH (Main), TTSH - Site (Non-Sponsored) by VW	-	-	
2024-3189	NHG DSRB-Domain B	Approved	Test study - TTSH single site sponsored for dsrb approval	-	-	
2024-3188	NHG DSRB-Domain B	Approved	KTPH_SP1	-	-	

Primary/Secondary Appointment	Cluster	Institution/Organisation	Department	Designation	Action
Primary	National Healthcare Group	Tan Tock Seng Hospital	Medical Oncology	Senior Nurse	



Submit Application

- Who can make a submission on ECOS?
- Create New Application / Forms

Who can make a submission on ECOS?

The Principal Investigator (PI) holds the overall responsibility for the preparation and completion of the submissions to the DSRB. The PI must maintain an overview of all submissions, even if tasks are delegated to other research staff.

For submissions on ECOS, Study Sponsors and site staff (i.e. Study Administrators or Study Team Member) can all view and edit the IRB forms.

Please refer to the table below on the roles and responsibilities PI, Site PI and Co-I:

IRB Form	Who can submit on ECOS?		
	PI	Site PI	Co-I
<ul style="list-style-type: none"> ➤ Initial IRB Application ➤ Amendment ➤ Study Status Report (SSR) ➤ Study Deviation or Non-Compliance Report (DNC) ➤ Other Study Notification (OSN) 	✓	✗	✗
Serious Adverse Event (SAE)	✓	✓	✓
UPIRTSO (UPT)	✓	✓	✗



Create New 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. ([More information on CRMS in the later slides](#)).
- Investigators will be able to access CRMS pages for the study, in addition to the IRB APP Form.
- As for Study Team Members / Study Administrator / Study Sponsor (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.



Create New Application – PI/Site PI/Co-I

- 1) Click  IRB > “Submission List”
- 2) Create a “New Application Form”
- 3) Upon reading the “Important Note!”, “Close” the window to proceed with form creation.

ECOS Submission List

IRB Submission List

ECOS Ref	IRB	Form Ref	Form Type	Form Status	Study Title	PI/Site-PI Name	Action
2024-3186	NHG DSRB-Domain A	2024-3186-APP1	Application	Draft	Evaluating the effects of holidays on work productivity	Dr TTSH_P1(Tan Toc)	

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

Note:

Complete **Sections A (Study Title)** and **B (Submission IRB and Board)** and save to generate a new ECOS reference number for your study

For more information, please refer to [Overview of IRB Ethics Submissions](#) and [IRB Ethics Application Form - List of Sections & Questions](#)



Create New Application – PI/Site PI/Co-I

2024-0193-APP1 Draft 🔒 📄 🔔 👤 📄 ⋮ 📄 🔔 👤

ECOS Ref: 2024-0193 📄

Form Detail

Application Form

1 ✓ Mandatory Check ✕ Cancel 📄 Save 📄 Save and Exit

A1. Please enter the Study Title for this Study.

CG23 - For Training Purposes 🔒

28 characters entered

Section A: Study Title

Section B: Submission ...

Section C: Study Fundi...

2 Click the down arrow to collapse part of the top header

3

2024-0193-APP1 Draft 🔒 📄 🔔 👤 📄 🔔 👤

ECOS Ref: 2024-0193 📄

Form Type: Application Form Outcome: - Initial Review Category: -

Current Editor: -

PI/Site PI: Mrs SNEC_Basic1(Singapore National Eye Centre (SNEC))

Study Title: CG23 - For Training Purposes 🔒

Quick Link: Study Summary, CRMS

4 📄 🔔 👤 📄 🔔 👤

6 📄 🔔 👤 📄 🔔 👤

5

Click the down arrow to collapse part of the top header

- 1) On the Application Form, click ‘Mandatory Check’ to ensure that all form fields are filled.
- 2) Use ‘Save’ frequently to ensure that all information are saved. Your form will not be autosaved.
- 3) Use ‘Save and Exit’ to save and exit editing mode.

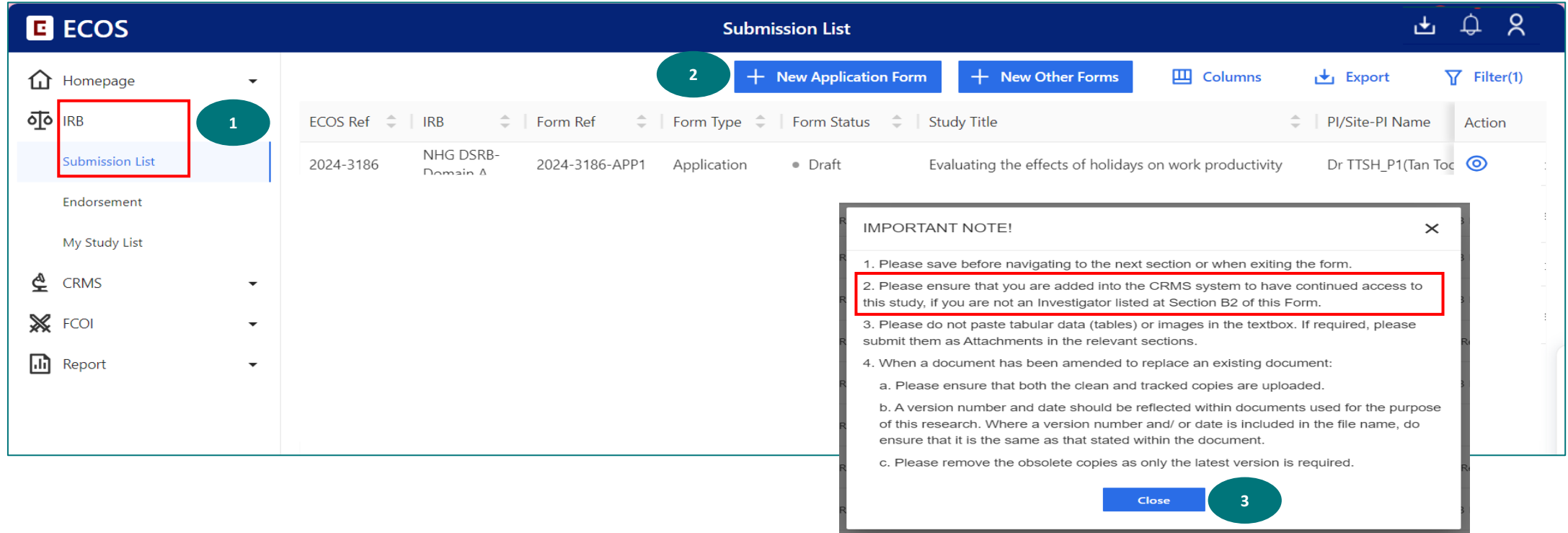
- 4) View the ‘Study Summary’ such as Forms, Forms Attachments and Study Letter submitted for the study.
- 5) Refer to the [CRMS section](#), slide 26 for more information.
- 6) For PI, the ‘📄 Declare and Submit’ button will be displayed, and form will be ‘Pending Endorsement’ upon submission. For all other roles, the ‘✓ Finalise’ button will be displayed, and form will be ‘Pending PI Declaration’ upon submission.

IMPORTANT NOTE: The timeout for ECOS is 60 minutes. Please **“Save”** the form to keep it active. Editing only does not keep the form active.



Create New Application – STM/SA/SS

- 1) Click  IRB > “Submission List”
- 2) Create a “New Application Form”
- 3) Upon reading the “Important Note!”, “Close” the window to proceed with form creation.



The screenshot shows the ECOS web application interface. The left sidebar contains navigation options: Homepage, IRB (highlighted with a red box and a green circle '1'), Submission List, Endorsement, My Study List, CRMS, FCOI, and Report. The main content area is titled 'Submission List' and features a table with columns: ECOS Ref, IRB, Form Ref, Form Type, Form Status, Study Title, PI/Site-PI Name, and Action. A table row is visible with the following data: ECOS Ref: 2024-3186, IRB: NHG DSRB-Domain A, Form Ref: 2024-3186-APP1, Form Type: Application, Form Status: Draft, Study Title: Evaluating the effects of holidays on work productivity, PI/Site-PI Name: Dr TTSH_P1(Tan Toc). Above the table are buttons for '+ New Application Form' (highlighted with a green circle '2') and '+ New Other Forms'. A modal dialog box titled 'IMPORTANT NOTE!' is overlaid on the right side of the screen. It contains four numbered instructions, with the second instruction highlighted by a red box. The dialog box has a 'Close' button at the bottom right, which is highlighted with a green circle '3'.

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.

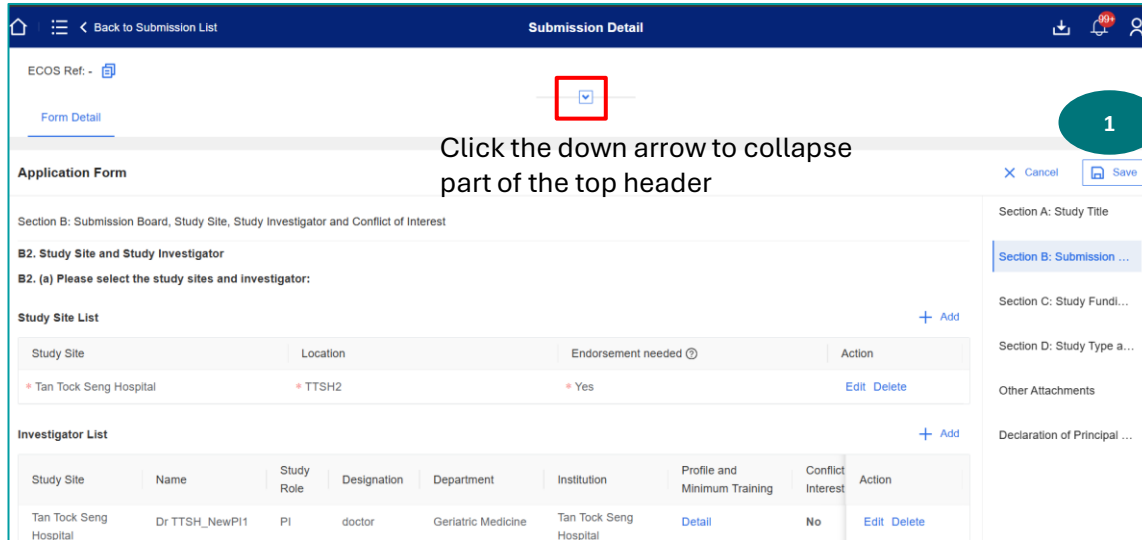
Close

Note:
Complete **Sections A (Study Title)** and **B (Submission IRB and Board)** and save to generate a new ECOS reference number for your study

For more information, please refer to [Overview of IRB Ethics Submissions](#) and [IRB Ethics Application Form - List of Sections & Questions](#)

Create New Application – STM/SA/SS

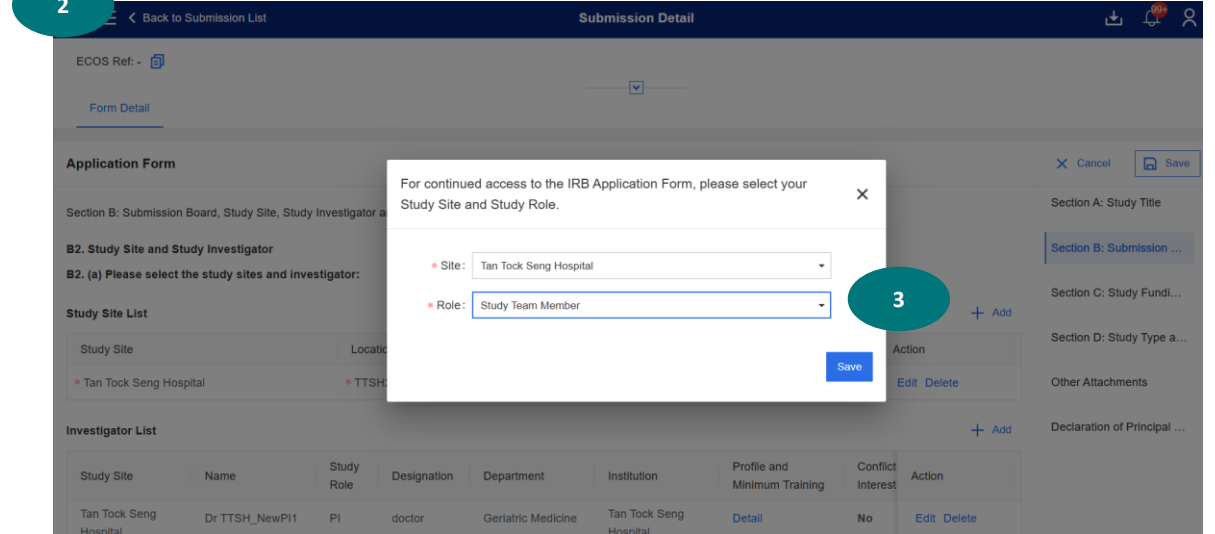
Role used: Study Team Member (TTSH_STM1)



Click the down arrow to collapse part of the top header

Study Site	Location	Endorsement needed	Action
Tan Tock Seng Hospital	TTSH2	Yes	Edit Delete

Study Site	Name	Study Role	Designation	Department	Institution	Profile and Minimum Training	Conflict Interest	Action
Tan Tock Seng Hospital	Dr TTSH_NewPI1	PI	doctor	Geriatric Medicine	Tan Tock Seng Hospital	Detail	No	Edit Delete



For continued access to the IRB Application Form, please select your Study Site and Study Role.

Site: Tan Tock Seng Hospital

Role: Study Team Member

Save

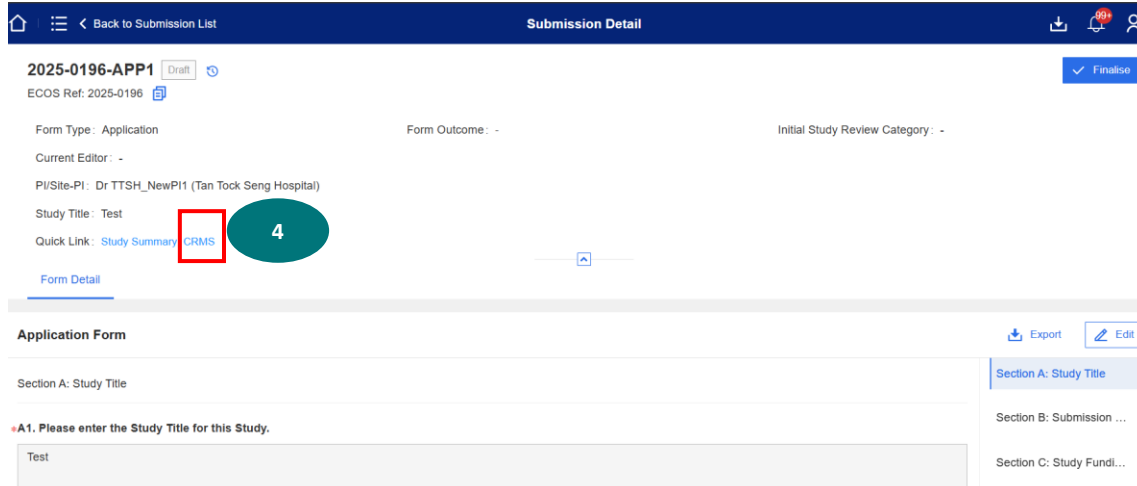
- 1) At the first save of the IRB APP Form, the system will recognise that (TTSH_STM1) is not part of the Investigator List in Section B2 (a).
- 2) This will trigger a prompt.

- 3) Only 3 options for Role available for user to select: Study Administrator, Study Sponsor or Study Team Member.
- 4) Select the correct Site and Role, then click Save.
- 5) The system will register this and add (TTSH_STM1) to the CRMS User Authorisation List (next slide).

IMPORTANT NOTE: The timeout for ECOS is 60 minutes. Please “**Save**” the form to keep it active. Editing only does not keep the form active.

Create New Application – STM/SA/SS

Role used: **Study Team Member (TTSH_STM1)**



Submission Detail

2025-0196-APP1 Draft

ECOS Ref: 2025-0196

Form Type: Application Form Outcome: - Initial Study Review Category: -

Current Editor: -

PI/Site-PI: Dr TTSH_NewPI1 (Tan Tock Seng Hospital)

Study Title: Test

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

4

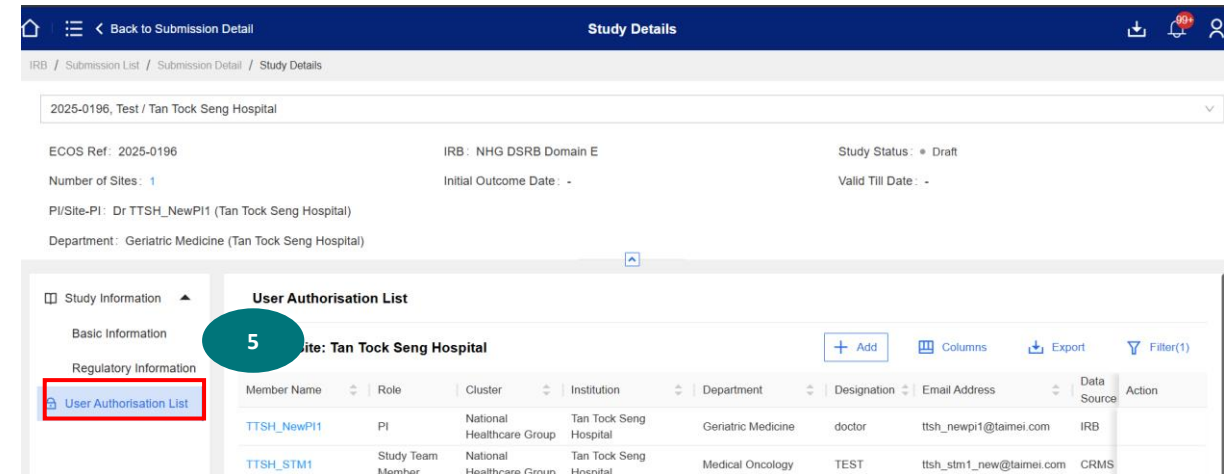
Application Form

Section A: Study Title

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

Test

4) Click on CRMS



Study Details

2025-0196, Test / Tan Tock Seng Hospital

ECOS Ref: 2025-0196 IRB: NHG DSRB Domain E Study Status: Draft

Number of Sites: 1 Initial Outcome Date: - Valid Till Date: -

PI/Site-PI: Dr TTSH_NewPI1 (Tan Tock Seng Hospital)

Department: Geriatric Medicine (Tan Tock Seng Hospital)

User Authorisation List

5

Member Name	Role	Cluster	Institution	Department	Designation	Email Address	Data Source	Action
TTSH_NewPI1	PI	National Healthcare Group	Tan Tock Seng Hospital	Geriatric Medicine	doctor	ttsh_newpi1@taimei.com	IRB	
TTSH_STM1	Study Team Member	National Healthcare Group	Tan Tock Seng Hospital	Medical Oncology	TEST	ttsh_stm1_new@taimei.com	CRMS	

- 5) (TTSH_STM1) added to the User Authorisation List. You can view PI added in Section B2 (a) of the application form.
- 6) Refer to [Slide 26](#) to continue filling up the Application Form.

IMPORTANT NOTE: The timeout for ECOS is 60 minutes. Please **“Save”** the form to keep it active. Editing only does not keep the form active.

Create New Other Forms for Approved Study

- 1(a) Click IRB > “Submission List”
- 1(b) Filter - Search for the Approved Study via ECOS Ref.
- 2) Click “New Other Forms” - Amendment, Study Deviation / Non-Compliance Report Form (DNC), Other Study Notification Form (OSN), Serious Adverse Event Report Form (SAE) and Study Status Report Form (SSR).
- 3) Search for Study with “ECOS Ref or Study Title”, click on the study
- 4) Select “Form Type” to be created

The screenshot shows the ECOS Submission List interface. The sidebar on the left has 'Submission List' highlighted (1a). The main area shows a table with columns: ECOS Ref, IRB, Form Ref, Form Type, Form Status, Study Title, PI/Site-PI Name, and Action. A 'New Other Forms' button is highlighted (2). A 'Filter(1)' button is highlighted (1b). A modal window titled 'New Study Form' is open, showing a search field for 'ECOS Ref or Study Title' (3) and a dropdown for 'Form Type' (4). The dropdown menu is open, showing options: Amendment Form (Amendment), Study Deviation/ Non-Compliance Report Form (DNC), Other Study Notifications Report Form (OSN), Serious Adverse Event Report Form (SAE), and Study Status Report Form (SSR). The 'Amendment Form (Amendment)' option is selected. The modal also has 'Cancel' and 'Confirm' buttons.

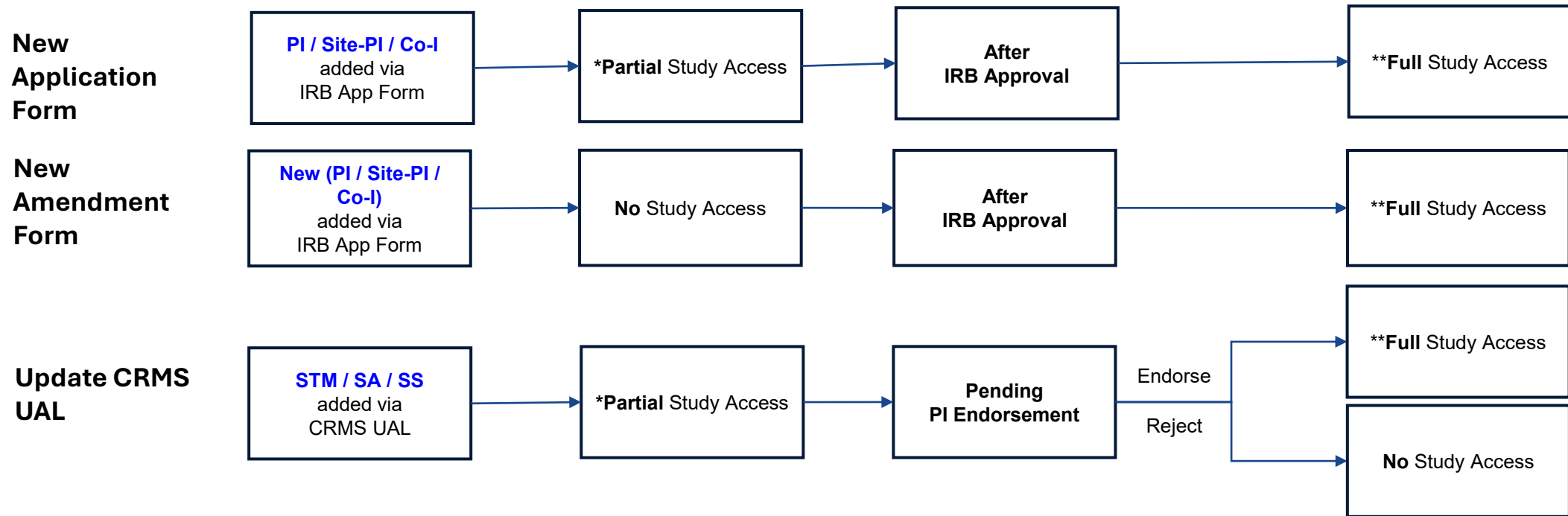


5

Clinical Research Management System (CRMS)

- How to Add Study Team Members
- Managing My Studies

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)



***Partial Study Access**
 Study Information /
 User Authorisation List

****Full Study Access**
 Study Information / User Authorisation List
 Site Information / Milestones / Participants / Participants – Study Configuration / Study Member Review



How To Add My Team Members to My Studies on ECOS?

1(a) Go to IRB > “Submission List”

1(b) Click “Filter” and search for the Study via “ECOS Ref.”

1(c) In the “Application Form” > “Section B: Submission Board, Study Site, Study Investigator and Conflict of Interest”, is updated in the “Dashboard” page

2) Go to CRMS , click dropdown menu

3) Click to view “Study List” available

4) Click “Filter” for your study

5) Click eye icon to view your study

ECOS Submission List

IRB

ECOS Ref: 2025-0145

Submission Detail

APP1 Pending IRB Review

ECOS Ref: 2025-0145

Section B: Submission Board, Study Site, Study Investigator and Conflict of Interest

Study Site	Name	Study Role	Designation	Department	Institution	Profile and Minimum Training	Conflict of Interest	Email
Tan Tock Seng Hospital	A/Prof TTSH_User_ID03	PI	CONSULTANT	Gastroenterology & Hepatology	Tan Tock Seng Hospital	Complete	Yes	ttsh_user_id03@taimei.com

ECOS Dashboard

IRB 43

CRMS 0

FCOI 0

My Notices

CRMS

Study List

ECOS Study List

ECOS Ref	IRB	PI/Site-PI	Department	Number of Sites	Study Title	Study Status	Initial Outcome Date	Vali Dat	Action
		A/Prof TTSH_User_ID03 (Tan Tock Seng Hospital), A/Prof TTSH_User_ID04 (Khoo Teck Puat Hospital), Dr NUH_User_ID02 (National University Hospital)	Gastroenterology & Hepatology (Tan Tock Seng Hospital), Ophthalmology (Khoo Teck Puat Hospital), Infectious Diseases (National University Hospital)	3	UAT - test endorsement period3	Pending IRB Review			



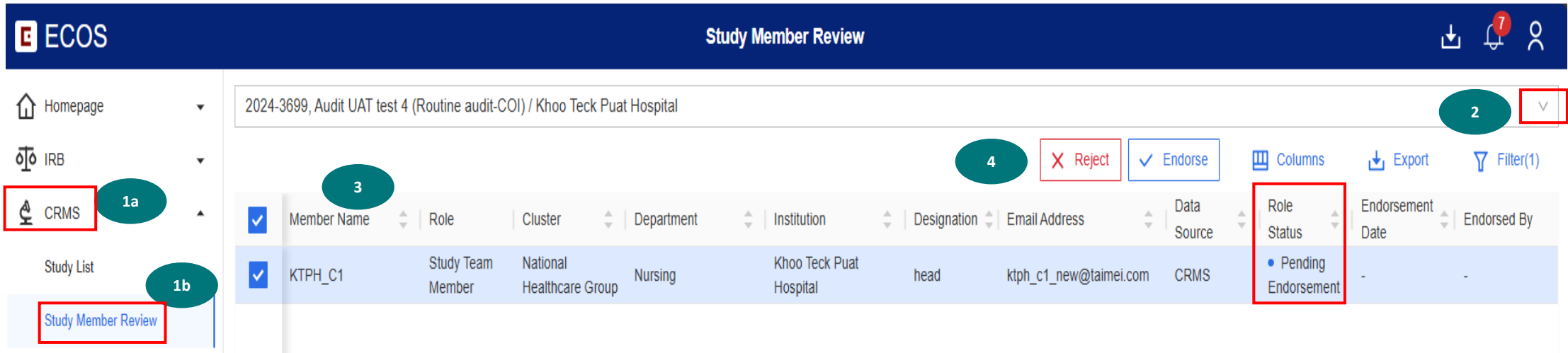
How To Add My Team Members to My Studies on ECOS?

- 1) Click **“CRMS”**, on the **“Submission Detail”** page
- 2) Click **“User Authorization List”**
- 3) Click **“Add”**
- 4) Enter **“Member name/ email”** to search for correct user. (User must have a valid ECOS Account)
- 5) Select the relevant role: Study Administrator/Study Member/ Study Sponsor.
- 6) Click **“Submit”**

IMPORTANT NOTE:
Each participant for the study should only have one role in ECOS.

Team Members	ECOS Defined Role Definition
Study Team Member	Site personnel directly involved in the research conduct e.g. CRCs, Study Nurses, Pharmacists, etc.
Study Administrator	Site personnel NOT directly involved in the research but provides administrative support only e.g. Dept Manager providing research administrative support.
Study Sponsor	Sponsor / CRO personnel, e.g. CRAs.

How To Endorse / Reject / Deactivate My Team Members to My Studies on ECOS?



The screenshot shows the ECOS Study Member Review interface. The navigation menu on the left includes 'CRMS' (1a) and 'Study Member Review' (1b). The main area displays a table of team members for a study. A dropdown menu (2) is open, showing 'Role Status' with 'Pending Endorsement' selected. Action buttons for 'Reject' (4) and 'Endorse' are visible above the table.

Member Name	Role	Cluster	Department	Institution	Designation	Email Address	Data Source	Role Status	Endorsement Date	Endorsed By
KTPH_C1	Study Team Member	National Healthcare Group	Nursing	Khoo Teck Puat Hospital	head	ktp_h_c1_new@taimei.com	CRMS	Pending Endorsement	-	-

1(a) Click  CRMS

1(b) Go to “**Study Member Review**”

2) Click  **dropdown arrow** to Select your study

3) Select “**Member Name**” requiring PI Endorsement. This appears as “**Role Status**” - “**Pending Endorsement**”

4) PI can either “**Reject**” or “**Endorse**” the addition of the team member that are added by non-PI (e.g., Co-I, Study Administrator). (The option to “**Endorse**” is only available for IRB approved studies - Give Study Team Member and Study Administer roles additional access to Site Information, User Authorisation List, Site Information, Milestones and Participants.).

PI to **Deactivate**, if access was not appropriately given.

IMPORTANT NOTE: PI Endorsement is a pre-requisite for assigning team members in ECOS.



Managing IRB Submission for Sponsored Study

The following CRMS sections in “**Study Information > Basic Information**” will need to be completed to support the IRB application, if Section C1 (funding information) “Pharmaceutical / Industry Sponsored” was selected:

- 1) Sponsor Details
- 2) CRO Details and,
- 3) IRB Review Fees Billing Details

The screenshot displays the 'Basic Information' section of the CRMS interface. It features three main data entry areas, each with a table of records and an 'Add' button. The sections are:

- Sponsor Details (1):** A table with columns: Name of Sponsor, Contact Person Name, Business Contact No., Business Email, Business Fax No., Business Address, Last Edited By, and Action. One record is shown for 'BMS' with contact 'David' and address '8 Medical Street'.
- Clinical Research Organisation (CRO) Details (2):** A table with columns: Name of CRO, Contact Person Name, Business Contact No., Business Email, Business Fax No., Business Address, Last Edited By, and Action. One record is shown for 'Sanof' with contact 'Lee Lee' and address '10 Research Street'.
- IRB Review Fees Billing Details (3):** A table with columns: Name, Business Contact No., Business Email, Business Fax No., Business Address, Last Edited By, Last Edited Date, and Action. Two records are shown, one with email 'Darrel@irb.com' and address '1 Research Drive'.



Managing Your Study Activities

You can now track and enter recruitment number

Recruitment Numbers ✓ Recruitment Target Approved in IRB Study: 7-10

Current Recruitment Summary

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

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
-----	----------------	------------------------------	------------------------------------	--	--

Recruitment Target Approved in IRB Study

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

Download List

For step-by-step training on the navigation of Managing Your Research Activity, please refer to CRMS module guide in [ECOS User Guides](#)

- (1a) Study “Participant List” may be sorted by (1b) “Columns” and selected fields such as “Screening Number”, “Enrollment Status” and “Randomization Date”.
- 2) “Participant Details” can be entered into three sub-pages - Basic Information/ICF Details/Visit Plan.

IMPORTANT NOTE: Participant identifiers should not be entered into CRMS

Screening Number	Enrollment Number	Enrollment Status	Group	Screening Date	Randomisation Date	Remarks	Last Action
11111111	-	-	-	01-Nov-2023			29-11-2023

Participant Details

Please do not enter participant identifiers in CRMS.

SGH_SCR01
Enrolment Number:

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

Column Selection Panel: Selected 9

- Screening Number
- Enrollment Number
- Enrollment Status
- Group
- Screening Date
- Randomisation Date
- Remarks
- Last Edited Date
- Last Edited By

Resources

- ECOS Modules User Guides
- Useful Contacts

ECOS Modules User Guides

View the [User Guides](#) here.

1. General ECOS Functionality & Overview	<ul style="list-style-type: none">• Quick Start Guide: Ethics & Compliance Online System (ECOS)• ECOS User Guide: Minimum Training Module• ECOS User Guide: Financial Conflict of Interest (FCOI) Module
2. IRB Ethics Submissions	<ul style="list-style-type: none">• ECOS User Guide: Institutional Review Board (IRB) Module• IRB Guidebook: Application Form• Mastering IRB Submissions: Key Points to Note for Effective Response
3. Managing Your Research Activity	<ul style="list-style-type: none">• ECOS User Guide: Clinical Research Management System (CRMS) Module
4. Responding to the NHG Health Research Institution for Deviation/ Non-Compliance & Serious Adverse Events from HBR Studies	<ul style="list-style-type: none">• ECOS User Guide: Compliance Module - Deviation / Non-Compliance & Serious Adverse Event (For PI)
5. Standing Database (SDB) Submissions	<ul style="list-style-type: none">• ECOS User Guide: SDB Module For Custodians and Database Team Members• ECOS User Guide: SDB Module For Endorsers• SDB Form Guidebook: Application, Non-Compliance & Status Report Form
6. For ECOS Institution & Department Representatives	<ul style="list-style-type: none">• ECOS User Guide: For Department Representative (DR) / Institution Representative (IR)
7. Research Quality Programmes	<ul style="list-style-type: none">• ECOS User Guide: Compliance Module - Principal Investigator Self-Assessment Form (PISAF)• ECOS User Guide: Compliance Module - Principal Investigator Self-Assessment Form – Study Closure Checklist (PISAF – SCC)• ECOS User Guide: ECOS Monitoring Module• ECOS User Guide: ECOS Audit Module

Useful Contacts

Institutions' Minimum Training Secretariat

To contact your Institutions' Minimum Training Secretariat (MTS) or NHG Health Research Course Admin (for HBR ERC), please refer to the following:

Institution	Institutional MTS Contact Information
Geriatric Education & Research Institute (GERI)	Ms Qiu Shijia: qiu.shijia@geri.com.sg 
Institute of Mental Health (IMH)	Ms Jenny Tay: Jenny.am.tay@nhghealth.com.sg  Ms Jaclyn Ong: Jaclyn.yy.ong@nhghealth.com.sg 
Khoo Teck Puat Hospital (KTPH)	Ms Vimala: vimala.sadaiyappan@nhghealth.com.sg  ktph.cru.admin@nhghealth.com.sg 
NHG Polyclinics	nhgp.cru@nhghealth.com.sg 
National Skin Centre (NSC)	nsc.research@nhghealth.com.sg 
Tan Tock Seng Hospital (TTSH)	ttsh.CRIO@nhghealth.com.sg 
Woodlands Health (WH)	Ms Liang Shanying: shanying.liang@nhghealth.com.sg 

NHG Health Minimum Ethics Training Secretariat
nhggroup.min.ethics.training@nhghealth.com.sg

NHG Health Research Course Admin (HBR only)
nhggroup.research.courseadmin@nhghealth.com.sg

FCOI Secretariat
Nhggroup.DSRB.FCOI@nhghealth.com.sg

Useful Contacts *(continued)*

If you require any ECOS technical support, please contact your Institution's ITD Helpdesk, using the [ECOS Support Request Form](#) found on the ECOS Homepage.

For PHI Users

NHG users

nhggroup.ITDHELP@nhghealth.com.sg

(1800-483-4357)

NUHS users

ITDHELP@nuhs.edu.sg

(1800-483-4357)

SingHealth users

it.helpdesk@singhealth.com.sg

(1800-666-7777)

For Non-PHI Users

<https://for.sg/ecos-support-request>

You can email synapxe.ecosupport@synapxe.sg with the ticket number for any updates on the tickets raised.



Thank You

Tan Tock Seng Hospital • Khoo Teck Puat Hospital • Woodlands Hospital • Yishun Community Hospital • TTSH Integrated Care Hub
Institute of Mental Health • National Skin Centre • National Centre for Infectious Diseases • NHG Cancer Institute • NHG Eye Institute • NHG Heart Institute
Population Health • NHG Polyclinics • Diagnostics • Pharmacy • Community Care • NHG College • Centre for Healthcare Innovation