ECOS

Navigating Ethics & Compliance Online System (ECOS) User Guide

SDB Module

For Custodians and Database Team Members

[ECOS User Guide – SDB Module For Custodian and Database Team Member Ver 1, 20-Sep-2024]

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Adding years of healthy life

Introduction – Standing Database (SDB) Module

- The **SDB Module** in ECOS allows the review and processing of Standing Database applications for NHG and NUHS.

In ECOS, researchers:

- May apply to set up SDB, including multi-site SDB & cross-cluster SDB (between NHG and NUHS only)
- Can respond to queries from reviewers & endorsers via ECOS
- Will need to report any SDB non-compliance via ECOS
- Can apply for renewal of SDB on ECOS

Table of Contents

A. Overview

1. Roles and Functions
2. SDB Approval Process

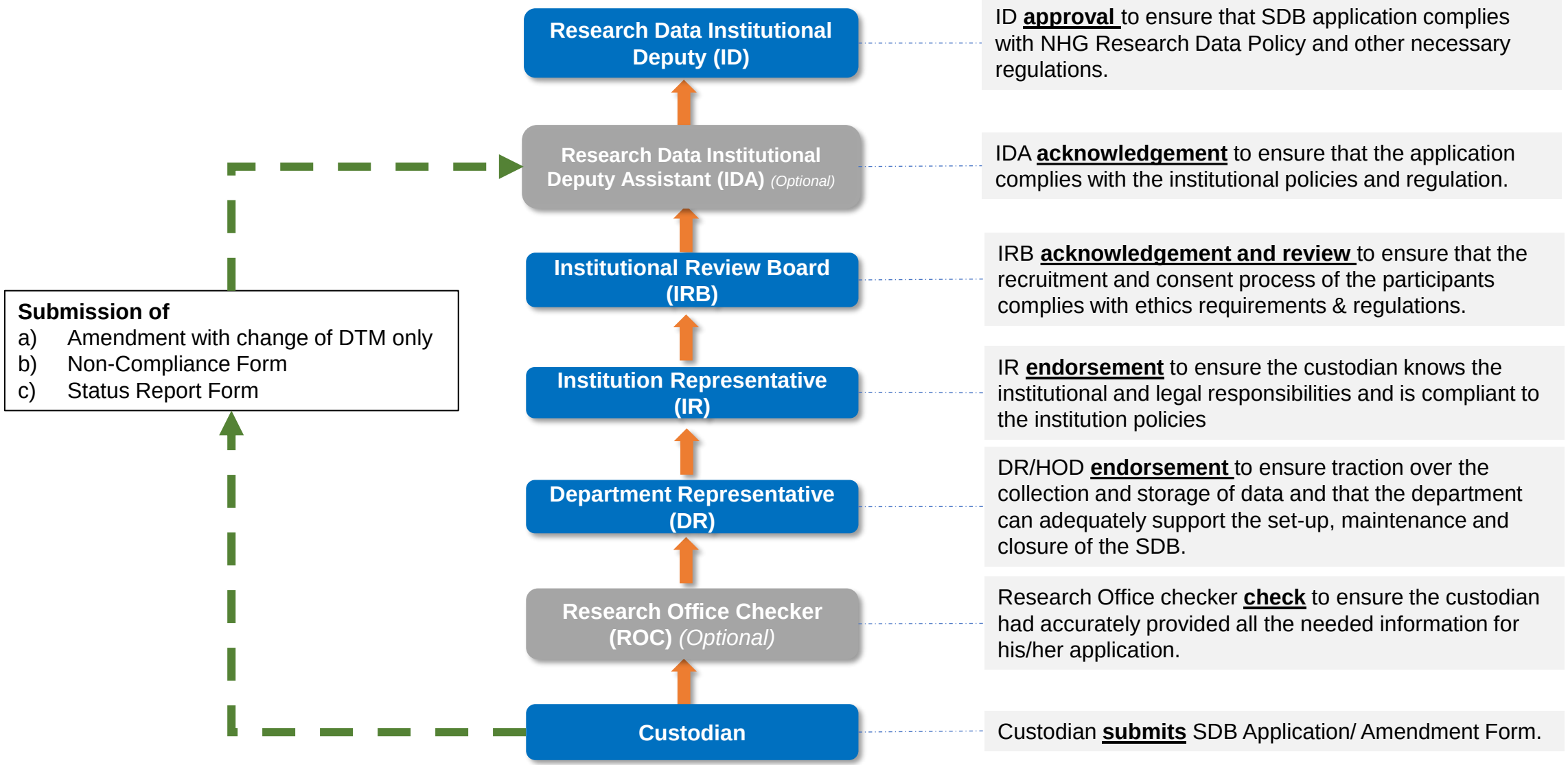
B. Navigating The Module

1. Submitting a new SDB application
2. Withdrawing an SDB Application
3. Features of the SDB Application Form
4. Responding to Queries
5. Submitting other forms

A1. Roles and Functions

Custodian	• Principal Investigator (PI) equivalent. • Individual who has the primary responsibility for the Database establishment, conduct and maintenance, cooperative agreement, training and in compliance with the relevant laws and regulations of the institution and the state.
Site Custodian	• Site Principal Investigator (PI) equivalent. • Individual who is responsibility for the site Database establishment, conduct and maintenance, cooperative agreement, training and in compliance with the relevant laws and regulations of the institution and the state.
Database Team Member (DTM)	• Study Team Member equivalent. • Individual who is assigned by the Custodian to assist him/her in the preparation of the Standing Databases application submission and establishment.

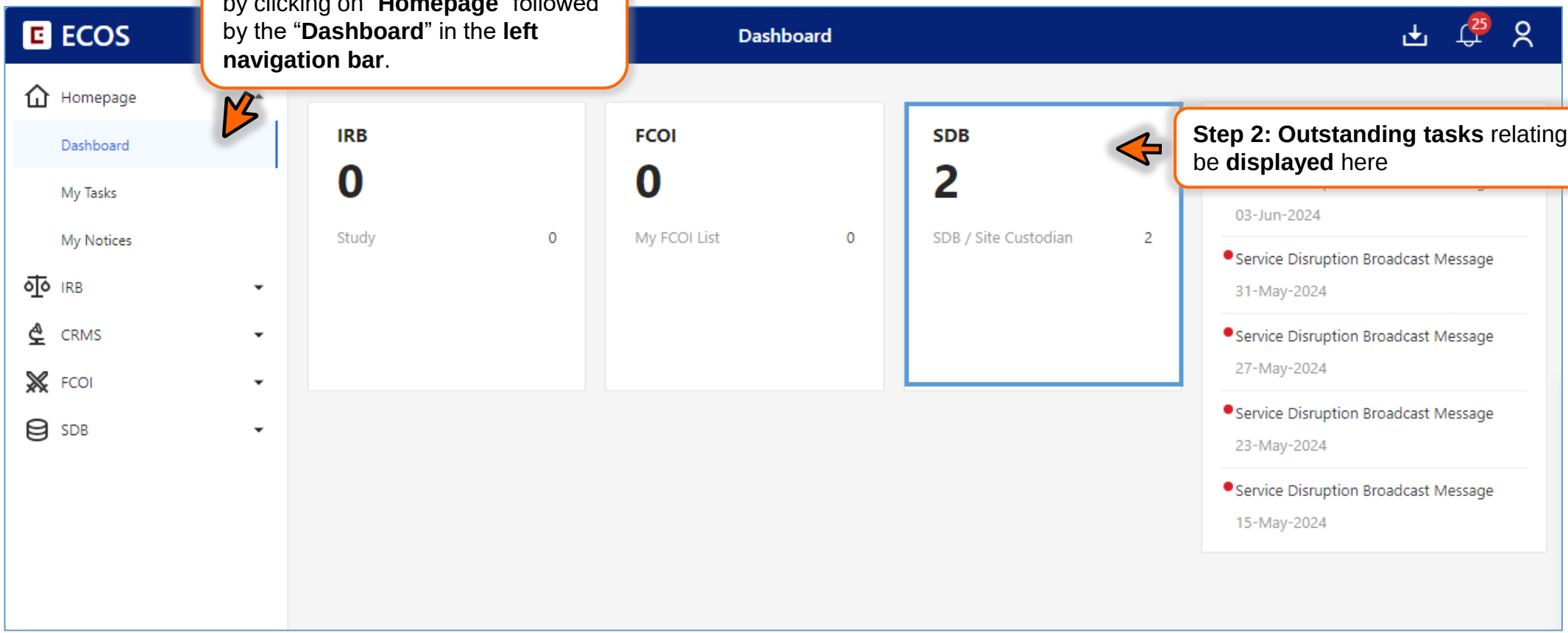
A2. SDB Approval Process



B. Navigating ECOS – Where to find the SDB-Related Tasks?

On your "Dashboard"

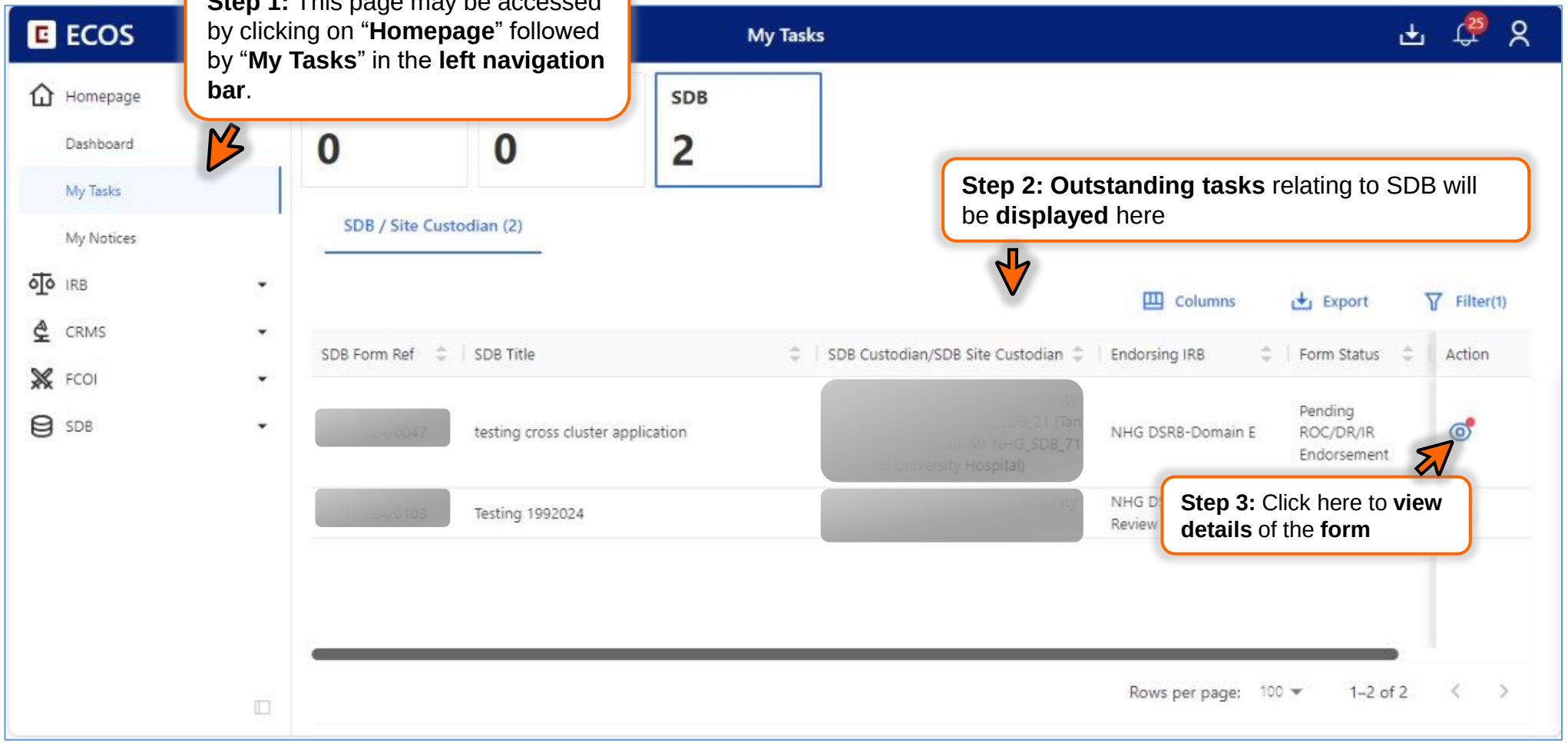
Step 1: This page may be accessed by clicking on "**Homepage**" followed by the "**Dashboard**" in the **left navigation bar**.



Step 2: Outstanding tasks relating to SDB will be **displayed** here

B. Navigating ECOS – Where to find the SDB-Related Tasks?

On your "My Tasks"



Step 1: This page may be accessed by clicking on "**Homepage**" followed by "**My Tasks**" in the **left navigation bar**.

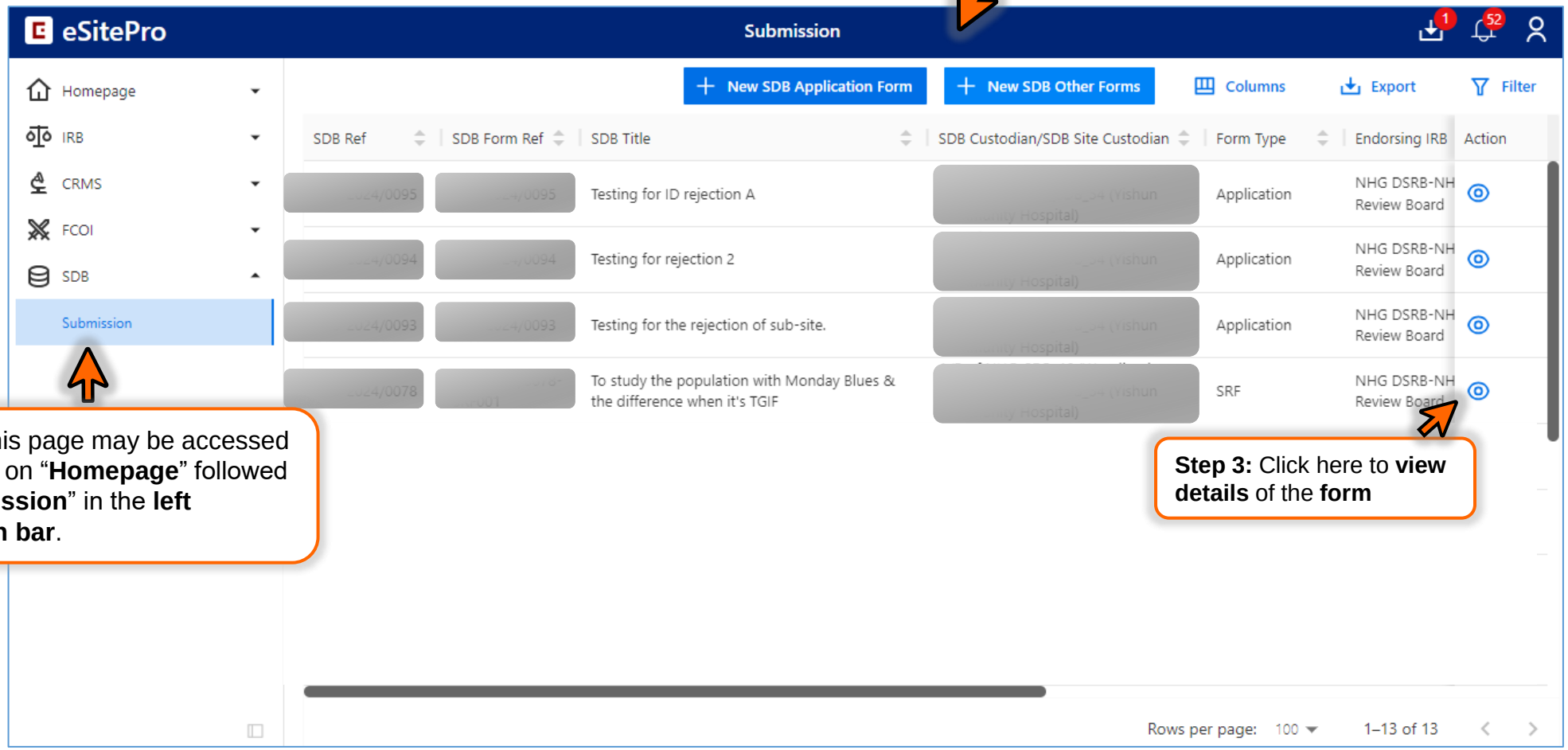
Step 2: Outstanding tasks relating to SDB will be **displayed** here

Step 3: Click here to **view details** of the **form**

B. Navigating ECOS – Where to find your list of submitted SDBs?

On your "Submission" tab

Step 2: All your submitted SDBs will be displayed here**, with the status**



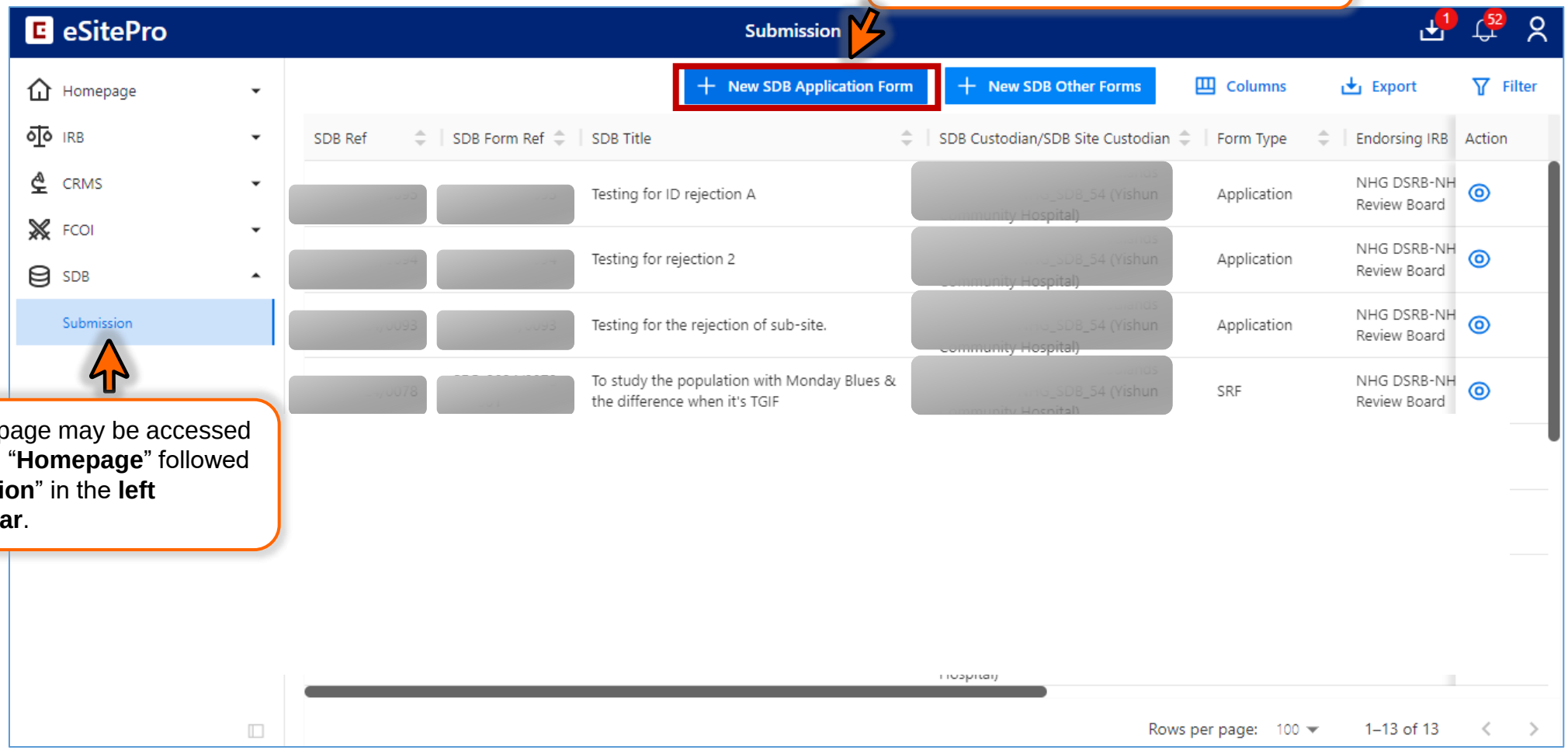
Step 1: This page may be accessed by clicking on "**Homepage**" followed by "**Submission**" in the **left navigation bar**.

Step 3: Click here to **view details** of the **form**

B1. Submitting a New SDB Application (1/9)

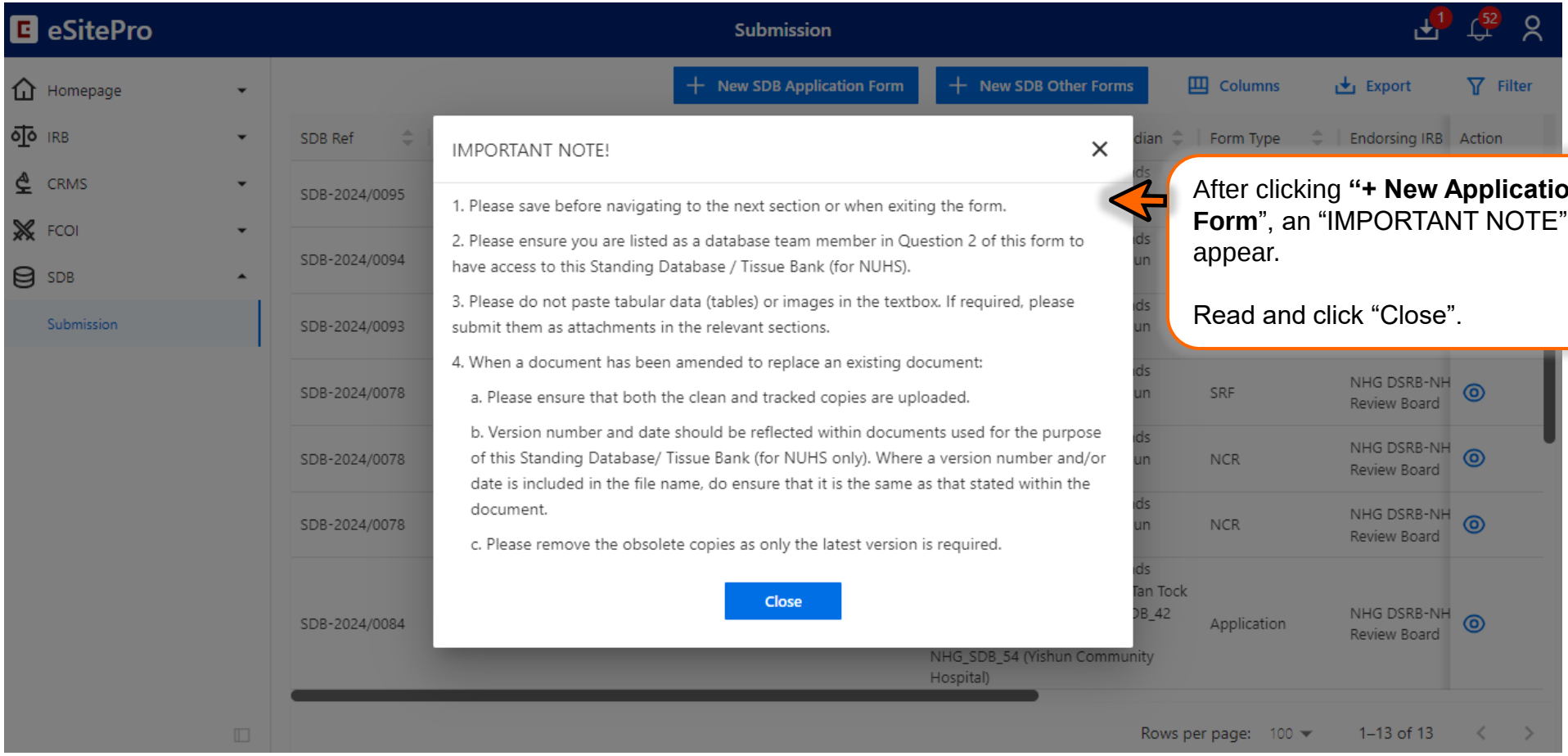
On your "Submission" tab

Step 2: Click on **"+ New Application Form"** to create a new application



Step 1: This page may be accessed by clicking on "**Homepage**" followed by "**Submission**" in the **left navigation bar**.

B1. Submitting a New SDB Application (2/9)



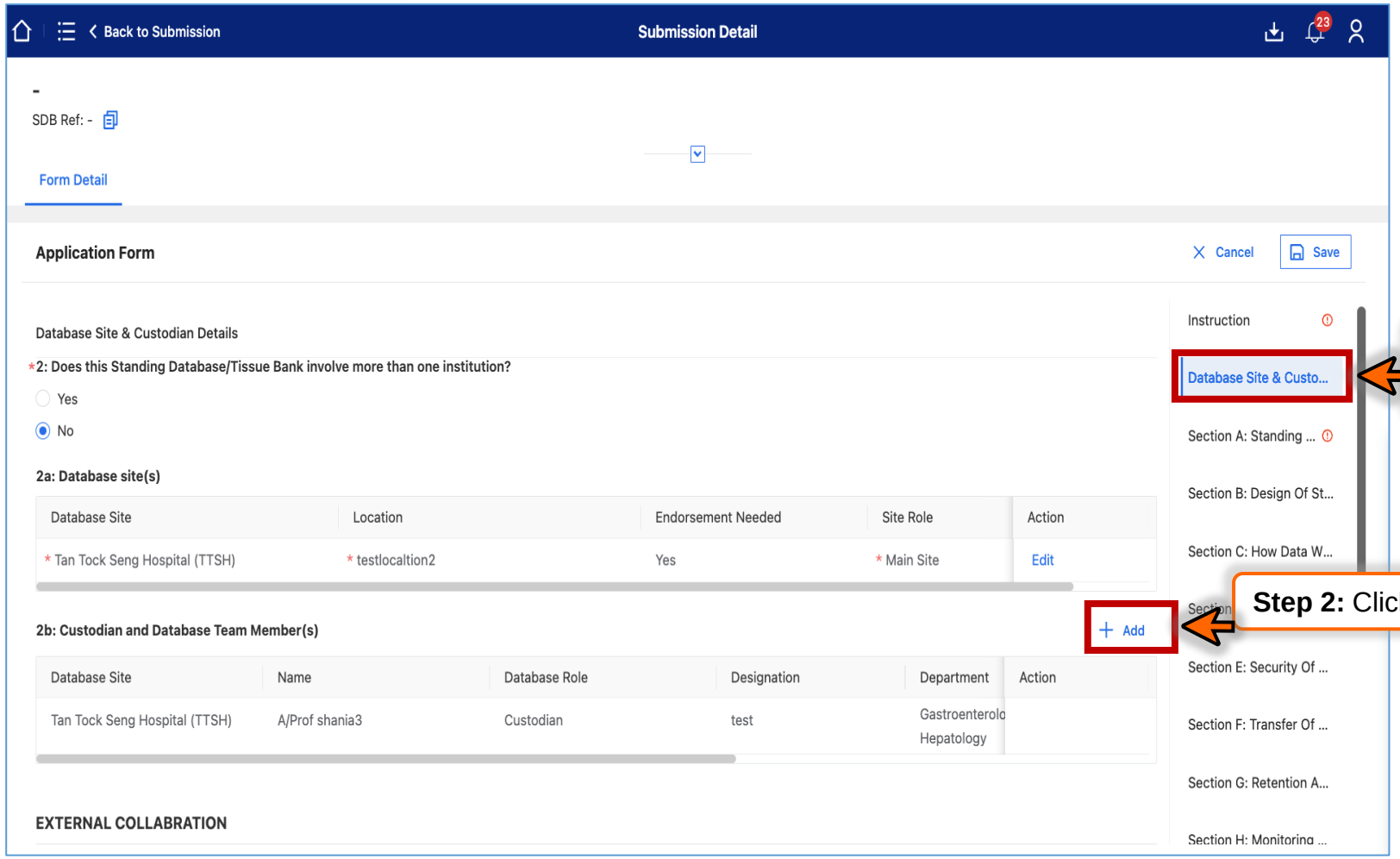
After clicking **"+ New Application Form"**, an "IMPORTANT NOTE" will appear.

Read and click "Close".

Note: User who click on "New SDB Application Form" will automatically be the Custodian of the application

B1. Submitting a New SDB Application (3/9)

Adding a Database Team Member



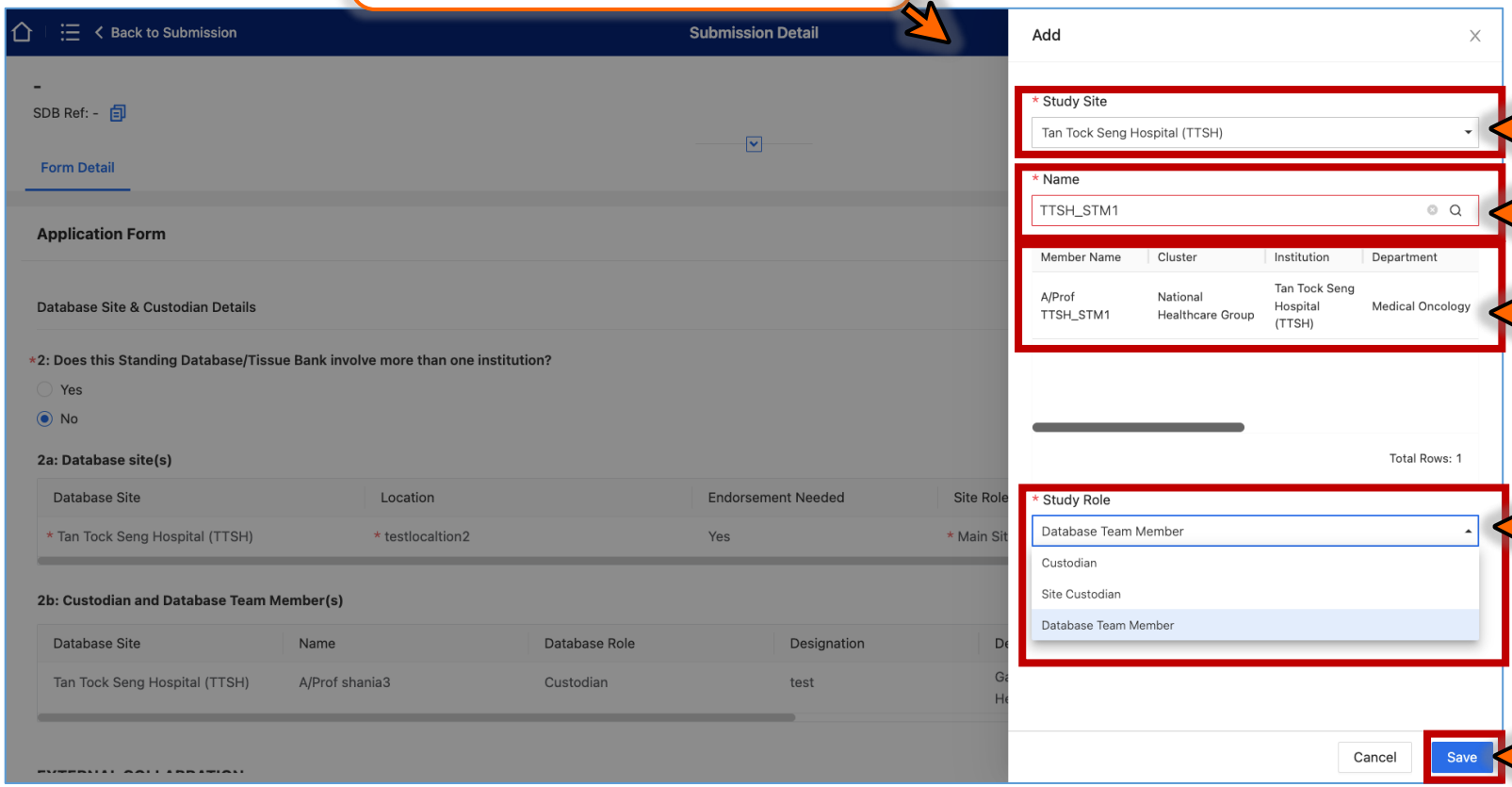
Step 1: Go to the "**Database Site & Custodian"** section.

Step 2: Click on **"+ Add"**.

B1. Submitting a New SDB Application (4/9)

Adding a Database Team Member

Step 8: On the application form page itself, click **"Save"** to grant the DTM access to the draft application.



Step 3: Select **"Study Site"**.

Step 4: Enter the **person's name** and click **"Search".**

Step 5: Select the **person** *(ensure that Institution and Department are accurate)*

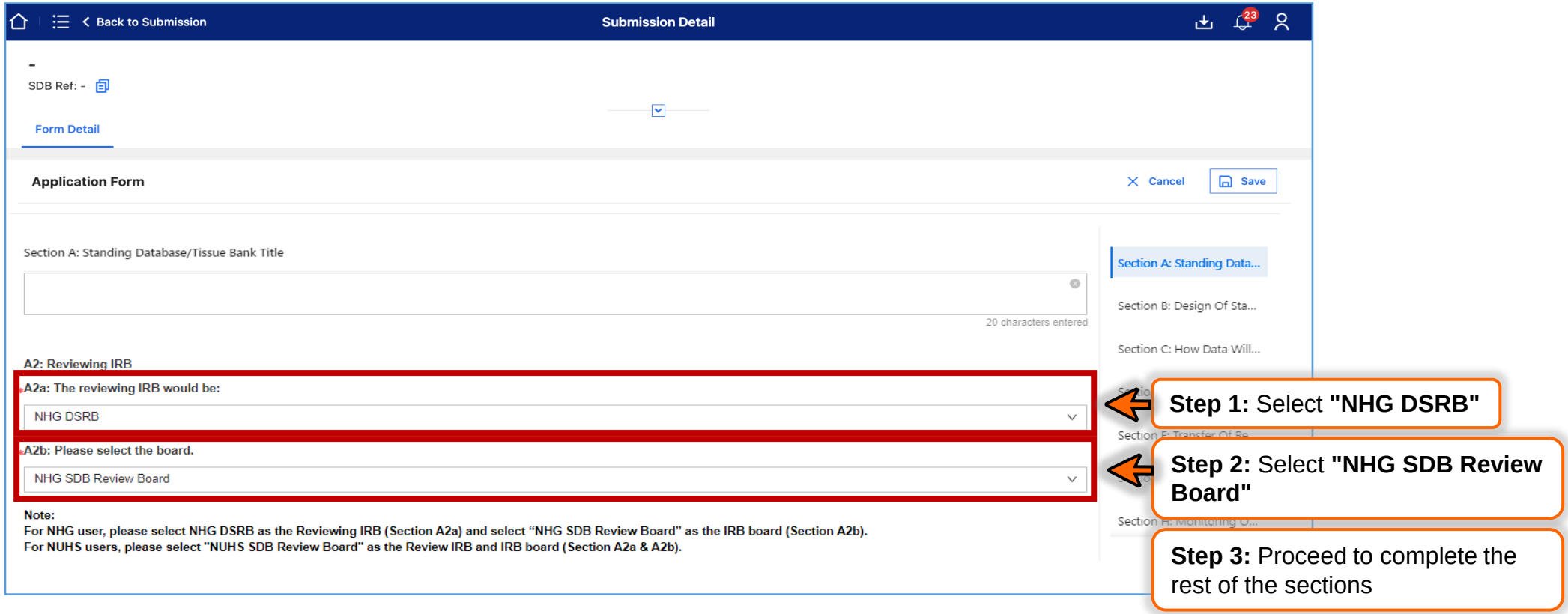
Step 6: Select the **"Study Role"**

Step 7: Click **"Save"**

B1. Submitting a New SDB Application (5/9)

Select your Reviewing IRB

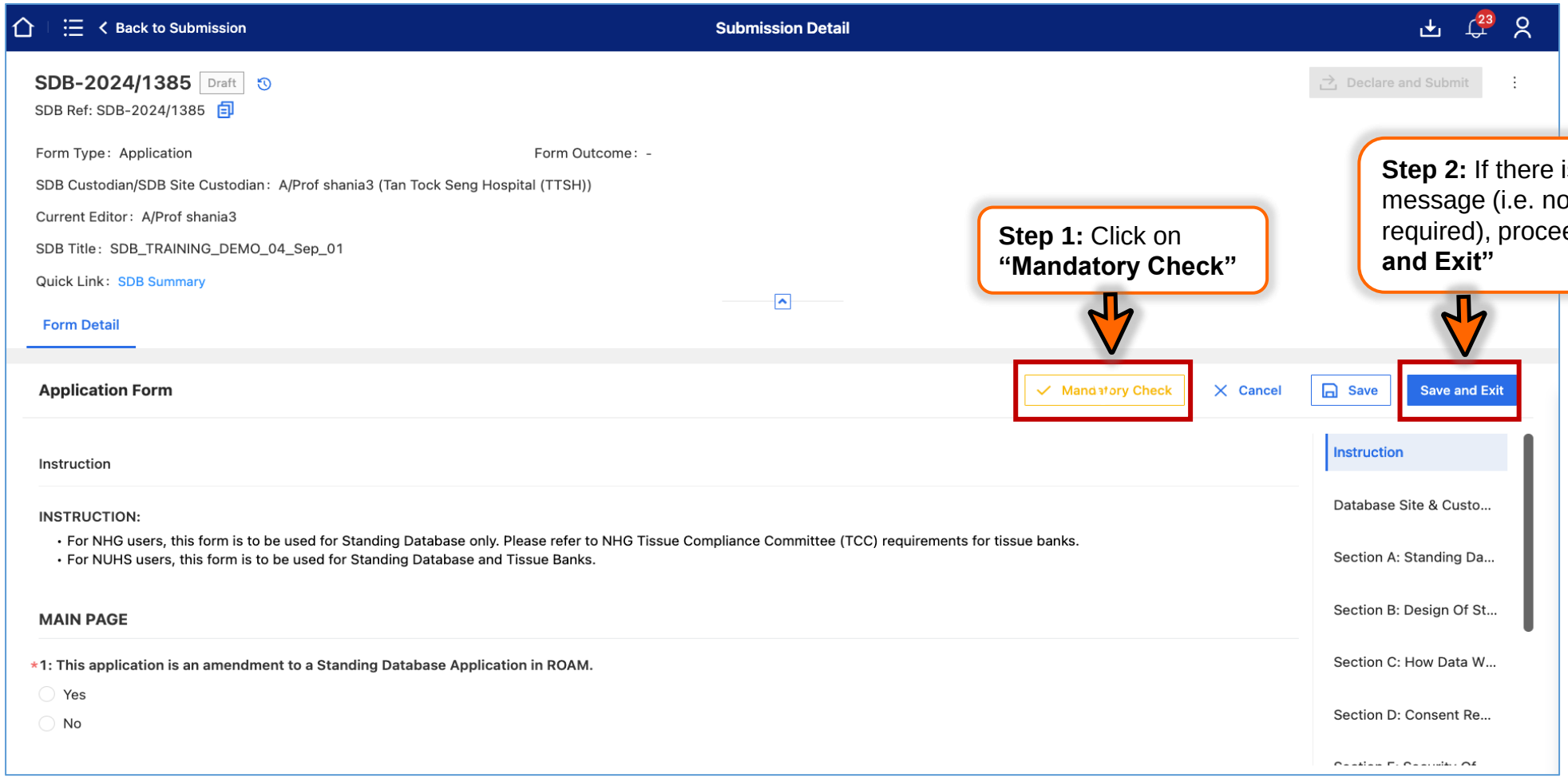
e) Enter you're the title of your SDB.
f) Under Section A2a, select "NHG DSRB".
g) Under Section A2b, select "NHG SDB Review Board".



Note: The IRB will reject applications with the wrong board selected. The custodian may edit the IRB board during the endorser (ROC/DR/IR) query stage before the IRB reviews the application.

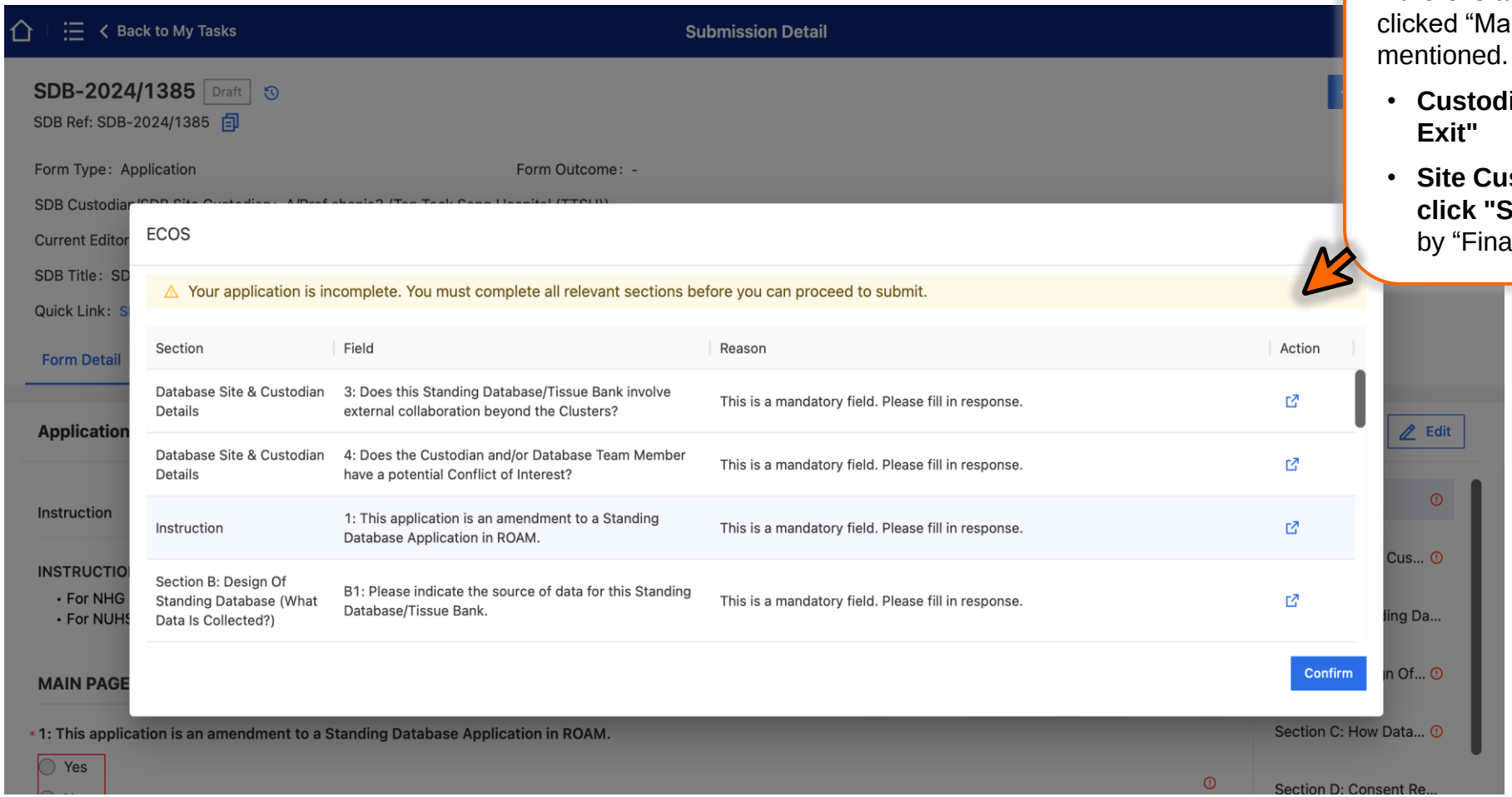
B1. Submitting a New SDB Application (6/9)

When you are ready to submit



B1. Submitting a New SDB Application (7/9)

Pop-up after you clicked “Mandatory Check”

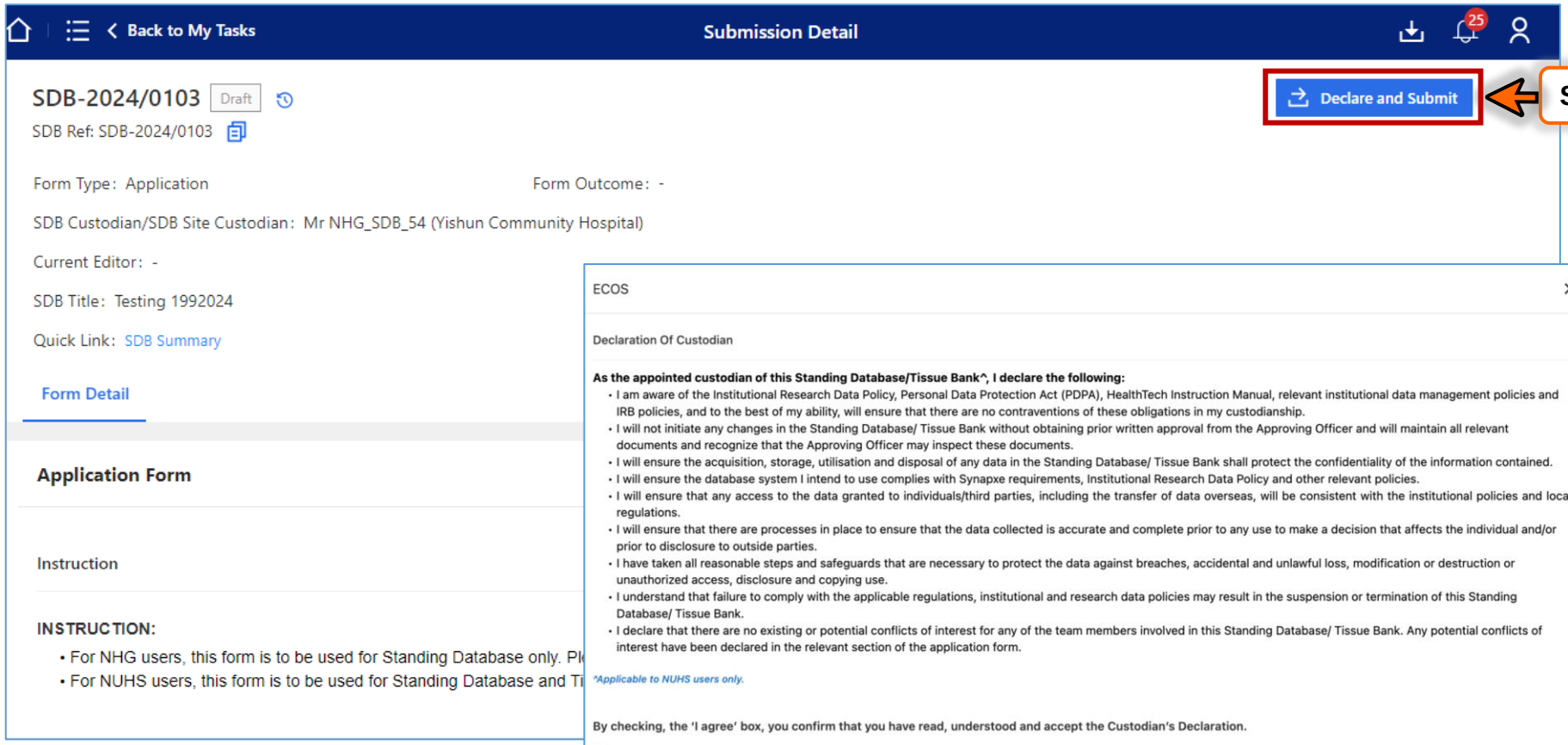


If there is a pop-up message after you clicked “Mandatory Check”, update the fields mentioned. Once completed,

- **Custodians**, proceed to click **"Save and Exit"**
- **Site Custodians/ DTMs**, proceed to **click "Save and Exit"**, followed by “Finalise”.

B1. Submitting a New SDB Application (8/9)

Submit the application (By Main Custodian only)

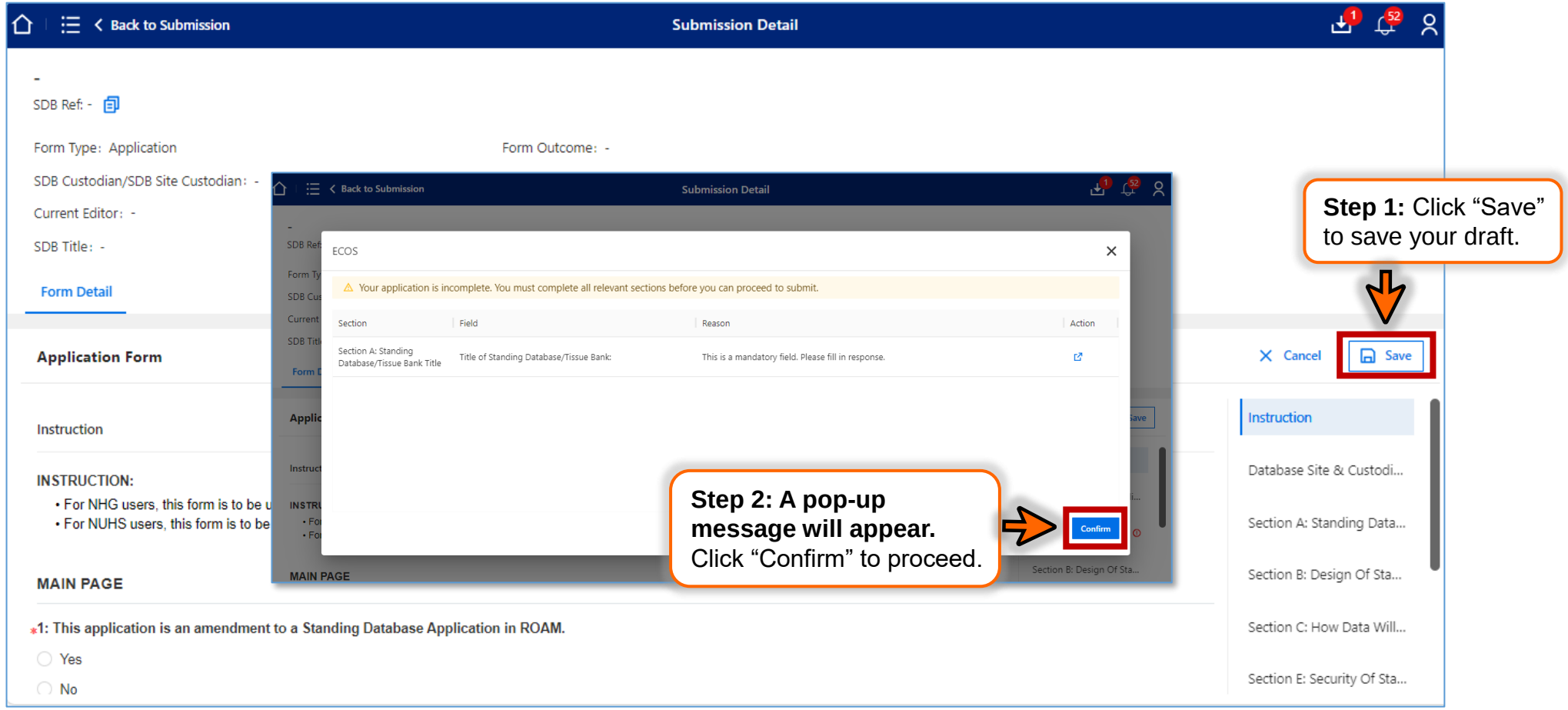


Step 1: Click **"Declare & Submit"**

Step 2: Read the declaration and Click **"Confirm"**

B1. Submitting a New SDB Application (9/9)

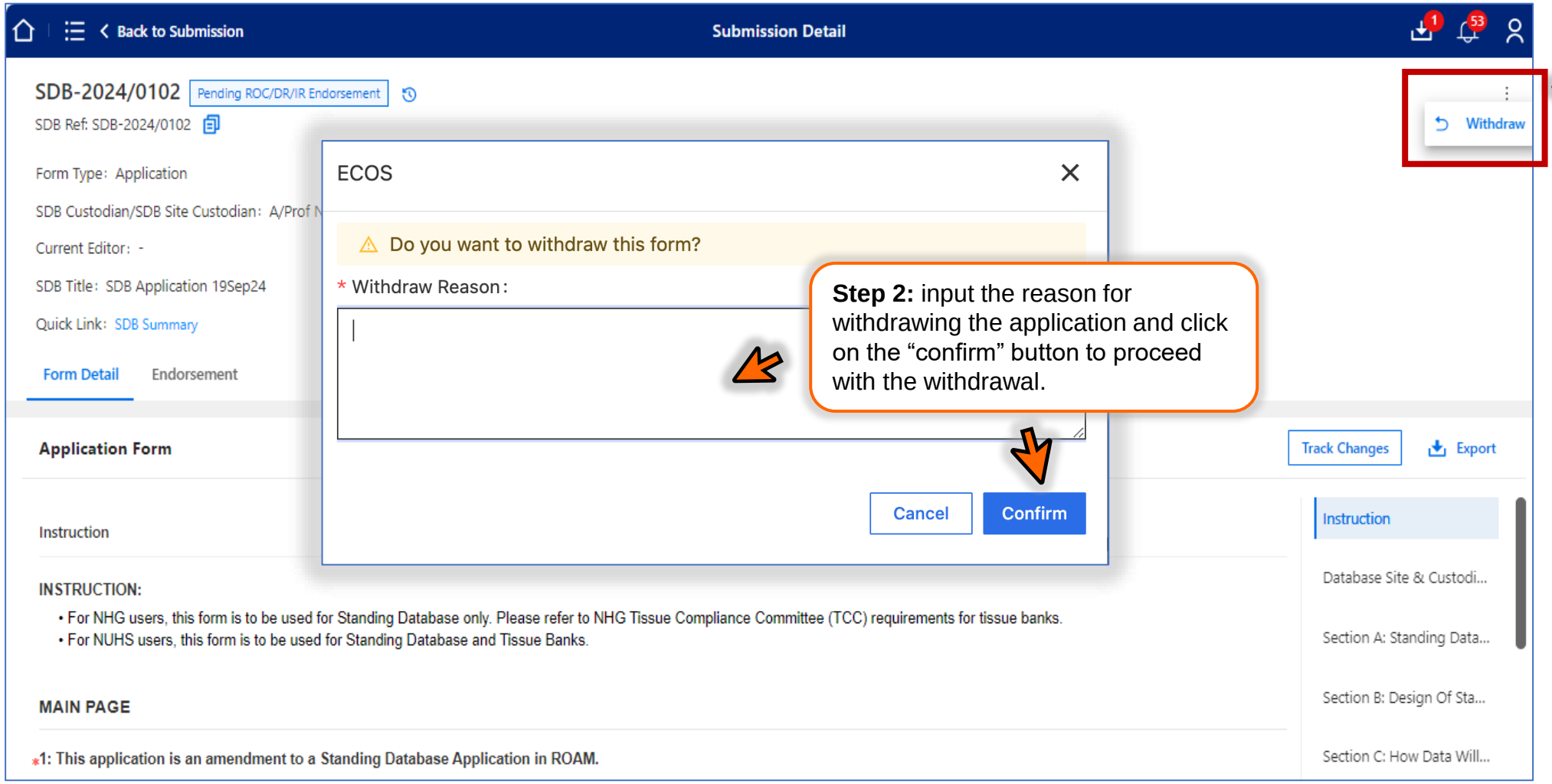
Save your draft regularly



Note: Click “Save” regularly to ensure that your edits are captured in the system.

B2. Withdrawing an SDB Application (Before the SDB is approved)

Withdrawal of SDB Application

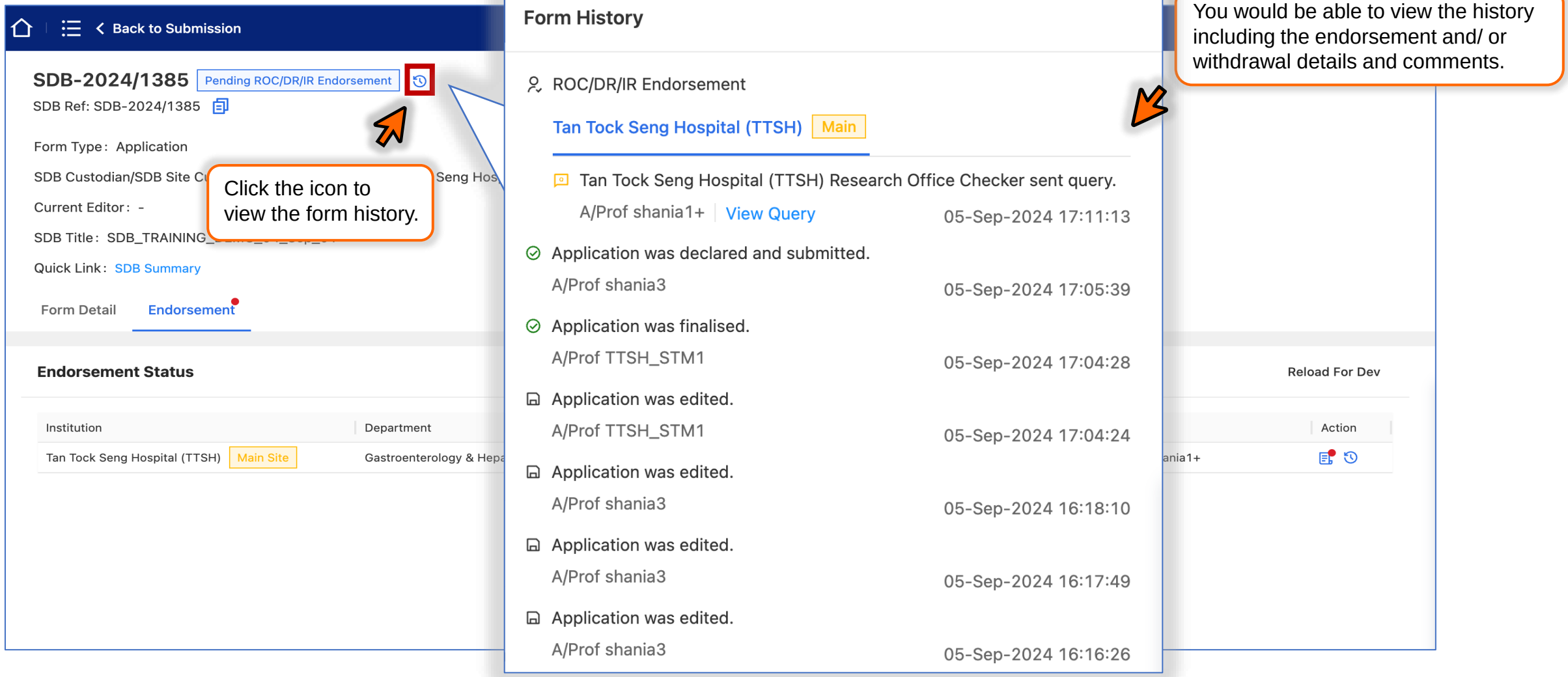


Step 1: Click the icon, followed by "withdraw" in the dropdown menu to withdraw the SDB application

Step 2: input the reason for withdrawing the application and click on the "confirm" button to proceed with the withdrawal.

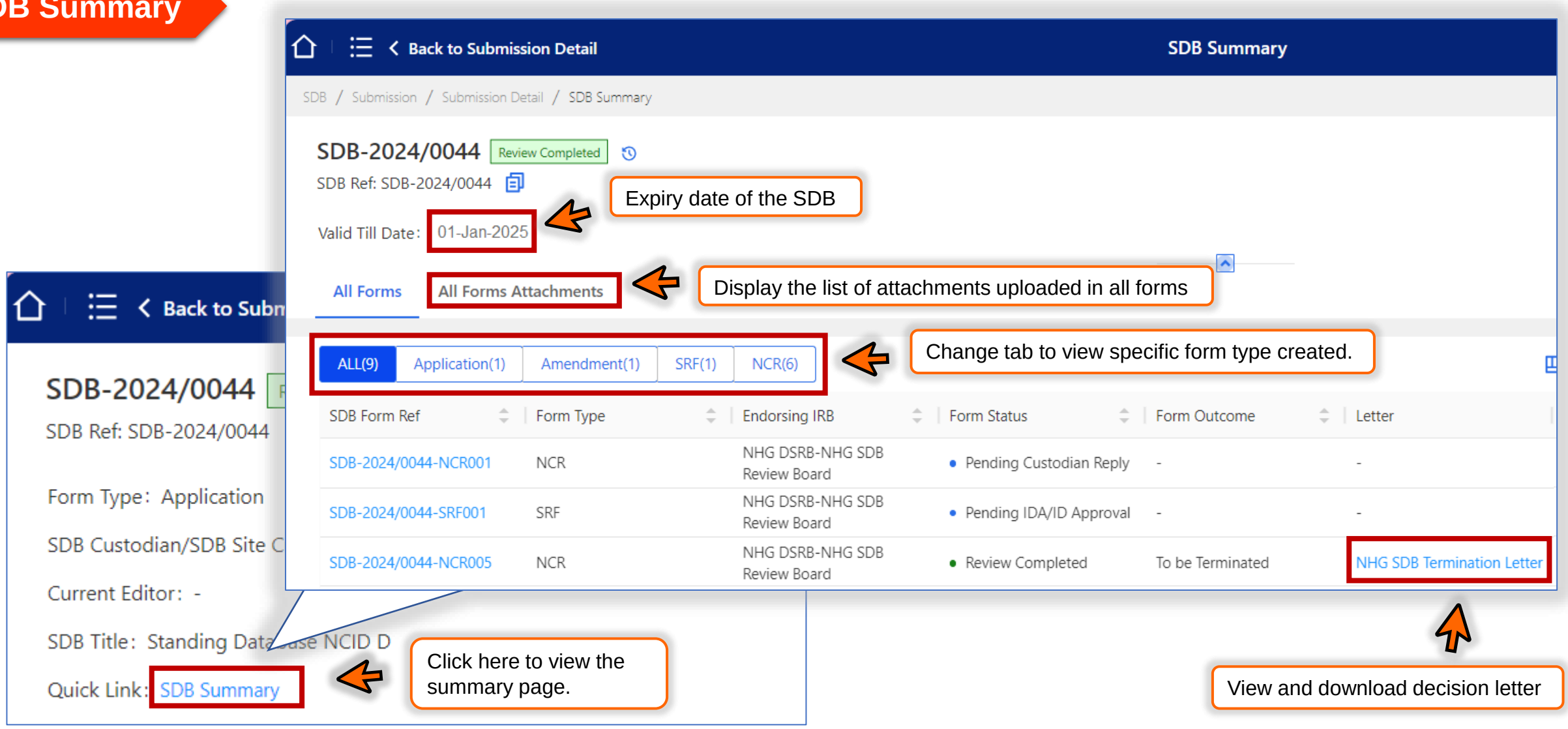
B3. Features of the SDB Application Form – Form History

Form History



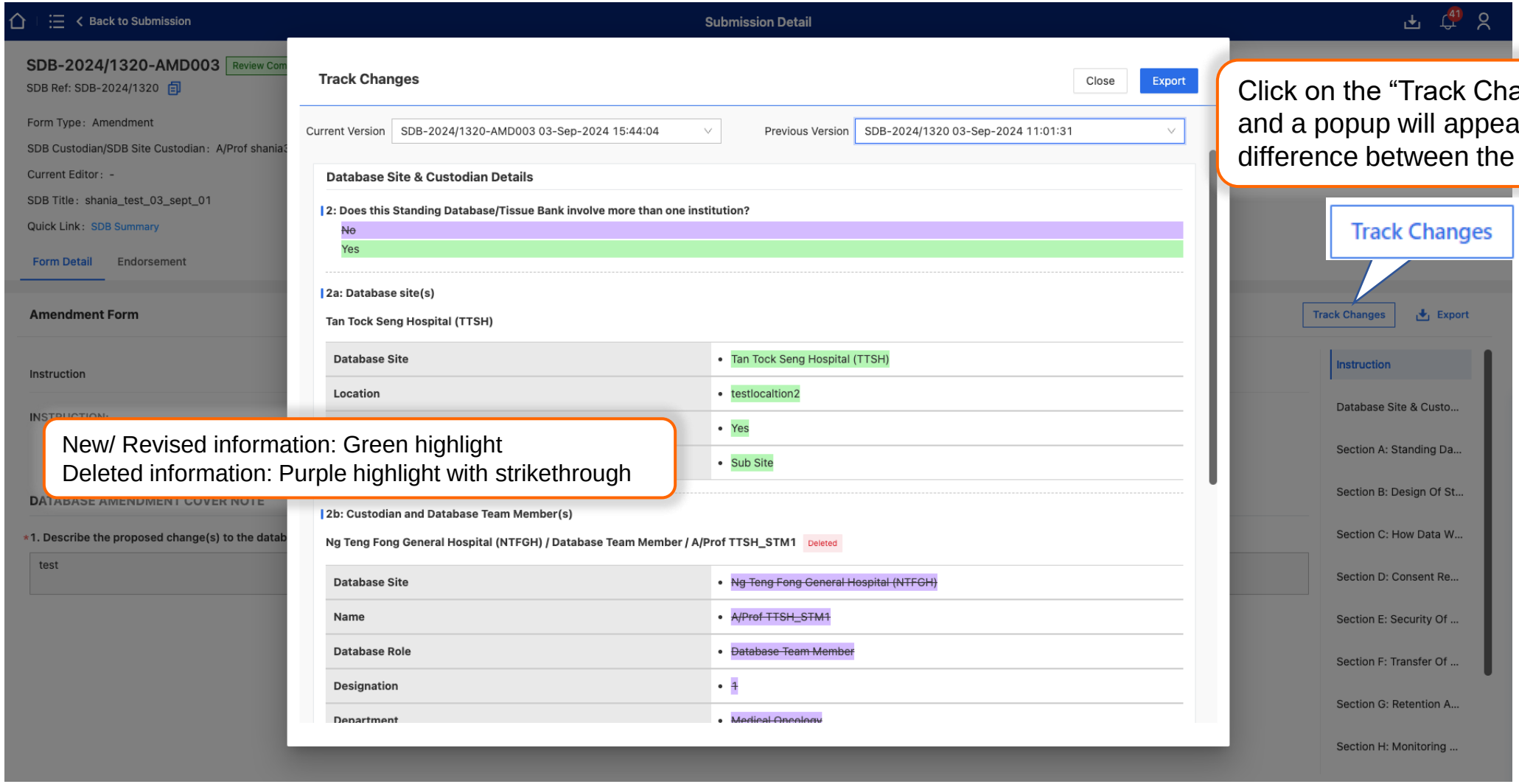
B3. Features of the SDB Application Form – SDB Summary

SDB Summary



B3. Features of the SDB Application Form – Track Changes

Track Changes

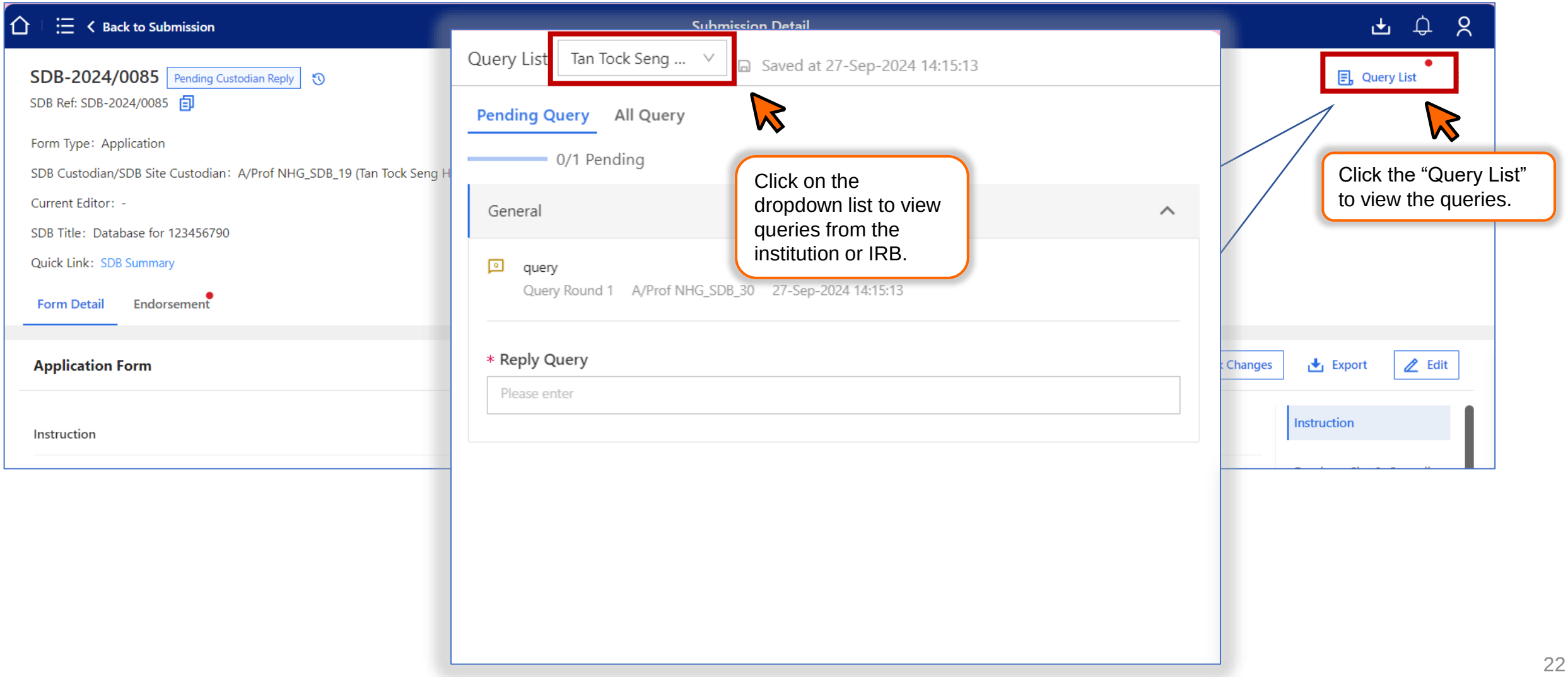


Click on the “Track Changes” button and a popup will appear with the difference between the versions.

New/ Revised information: Green highlight
Deleted information: Purple highlight with strikethrough

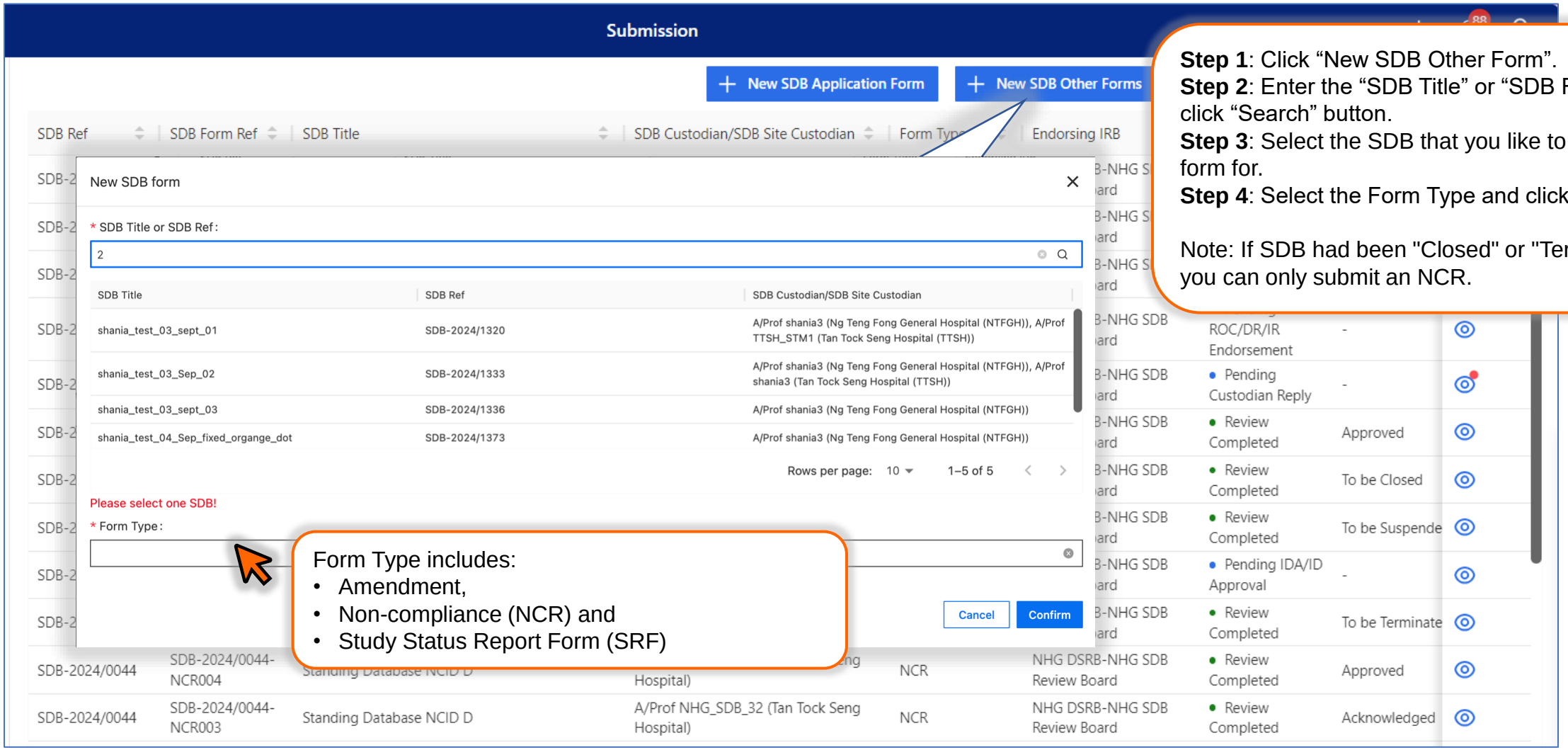
B4. SDB Application – Responding to Queries

On “Submission Detail” page



B5. Submission of New SDB Other Forms

Submission of New SDB Other Forms



Step 1: Click “New SDB Other Form”.
Step 2: Enter the “SDB Title” or “SDB Ref” and click “Search” button.
Step 3: Select the SDB that you like to submit the form for.
Step 4: Select the Form Type and click “Confirm”.

Note: If SDB had been "Closed" or "Terminated", you can only submit an NCR.

Form Type includes:
- Amendment,
- Non-compliance (NCR) and
- Study Status Report Form (SRF)