

ECOS User Guide: SDB Module For Custodians and Database Team Members

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:

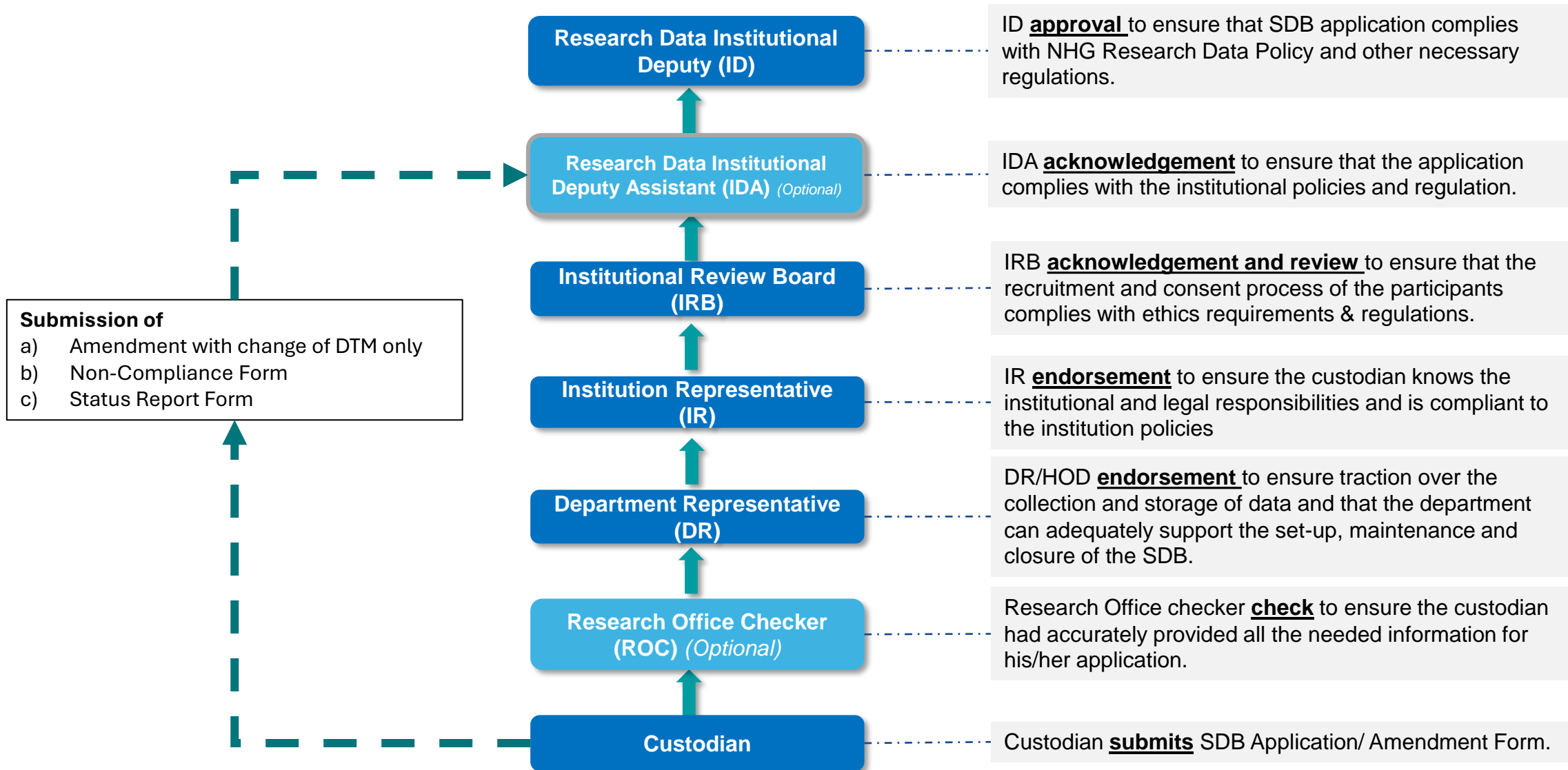
- May apply to set up SDB, including multi-site SDB & cross-cluster SDB (between NHG and NUHS only)
- Can respond to queries from reviewers & endorsers via ECOS
- Will need to report any SDB non-compliance via ECOS
- Can apply for renewal of SDB on ECOS

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1. Roles and Functions
 2. SDB Approval Process
 3. Navigating ECOS - Where to find the SDB-Related Tasks?
 4. Navigating ECOS - Where to find the list of submitted SDBs?
 5. Submitting a New SDB Application?
 6. Withdrawing an SDB Application (Before the SDB is approved)?
 7. Features of the SDB Application Form – Form History
 8. Features of the SDB Application Form – SDB Summary
 9. Features of the SDB Application Form – Track Changes
 10. SDB Application – Responding to Queries
 11. Submission of New SDB Other Forms
-

1. Roles and Functions

Custodian	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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.

2. SDB Approval Process



3. Navigating ECOS – Where to find the SDB-Related Tasks (1/2)?

On your “Dashboard”

The screenshot displays the ECOS Dashboard interface. The top navigation bar includes the ECOS logo, the title 'Dashboard', and icons for download, notifications (25), and user profile. The left navigation bar lists 'Homepage', 'Dashboard', 'My Tasks', 'My Notices', 'IRB', 'CRMS', 'FCOI', and 'SDB'. The main content area features three summary cards: 'IRB' with a count of 0, 'FCOI' with a count of 0 and a link to 'My FCOI List', and 'SDB' with a count of 2 and a link to 'SDB / Site Custodian'. A list of 'Service Disruption Broadcast Messages' is shown on the right, with dates ranging from May 15, 2024, to June 3, 2024.

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

3. Navigating ECOS – Where to find the SDB-Related Tasks (2/2)?

On your “My Tasks”

The screenshot displays the ECOS 'My Tasks' interface. The top navigation bar includes 'ECOS' and 'My Tasks'. The left sidebar contains links to 'Homepage', 'Dashboard', 'My Tasks' (highlighted), 'My Notices', 'IRB', 'CRMS', 'FCOI', and 'SDB'. The main content area features three summary boxes for 'IRB' (0), 'FCOI' (0), and 'SDB' (2). Below these is a table of tasks with columns: 'SDB Form Ref', 'SDB Title', 'SDB Custodian/SDB Site Custodian', 'Endorsing IRB', 'Form Status', and 'Action'. Two tasks are listed: 'testing cross cluster application' and 'Testing 1992024'. The first task's status is 'Pending ROC/DR/IR Endorsement'. A red notification icon with the number '25' is visible in the top right corner. Three callout boxes provide instructions: Step 1 points to the 'My Tasks' link in the sidebar; Step 2 points to the SDB summary box; Step 3 points to the 'Action' column of the first task row.

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

SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Endorsing IRB	Form Status	Action
[Redacted]	testing cross cluster application	[Redacted]	NHG DSRB-Domain E	Pending ROC/DR/IR Endorsement	[Icon]
[Redacted]	Testing 1992024	[Redacted]	NHG D Review		

Rows per page: 100 1-2 of 2

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

On your “Submission” tab

The screenshot shows the eSitePro interface with the 'Submission' tab selected in the left navigation bar. The main content area displays a table of submitted SDBs. Annotations provide guidance on how to access and interact with the data.

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

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

Step 3: Click here to view details of the form

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing IRB	Action
		Testing for ID rejection A		Application	NHG DSRB-NH Review Board	View
		Testing for rejection 2		Application	NHG DSRB-NH Review Board	View
		Testing for the rejection of sub-site.		Application	NHG DSRB-NH Review Board	View
		To study the population with Monday Blues & the difference when it's TGIF		SRF	NHG DSRB-NH Review Board	View

Rows per page: 100 1-13 of 13

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

On your “Submission” tab

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

Step 2: Click on “+ New Application Form” to create a new application

The screenshot displays the eSitePro web application interface. The top navigation bar is dark blue with the eSitePro logo on the left and the word "Submission" in the center. On the right of the top bar are icons for notifications (1), alerts (52), and a user profile. A left-hand navigation bar contains links for Homepage, IRB, CRMS, FCOI, SDB, and Submission (which is highlighted in light blue). The main content area features a table with columns: SDB Ref, SDB Form Ref, SDB Title, SDB Custodian/SDB Site Custodian, Form Type, Endorsing IRB, and Action. Above the table are two buttons: "+ New SDB Application Form" (highlighted with a red box) and "+ New SDB Other Forms". The table contains four rows of application data. At the bottom right, there is a pagination control showing "Rows per page: 100" and "1-13 of 13".

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing IRB	Action
		Testing for ID rejection A		Application	NHG DSRB-NH Review Board	
		Testing for rejection 2		Application	NHG DSRB-NH Review Board	
		Testing for the rejection of sub-site.		Application	NHG DSRB-NH Review Board	
		To study the population with Monday Blues & the difference when it's TGIF		SRF	NHG DSRB-NH Review Board	

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

The screenshot shows the eSitePro Submission page. A modal dialog titled "IMPORTANT NOTE!" is displayed in the center. The dialog contains the following text:

IMPORTANT NOTE!

1. Please save before navigating to the next section or when exiting the form.
2. Please ensure you are listed as a database team member in Question 2 of this form to have access to this Standing Database / Tissue Bank (for NUHS).
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. Version number and date should be reflected within documents used for the purpose of this Standing Database/ Tissue Bank (for NUHS only). 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.

At the bottom of the dialog is a blue "Close" button.

On the right side of the screenshot, a blue callout box contains the following text:

After clicking “+ New Application Form”, an “IMPORTANT NOTE” will appear.

Read and click “Close”.

The background of the screenshot shows the eSitePro interface with a sidebar on the left containing links to Homepage, IRB, CRMS, FCOI, and SDB. The main area displays a table of SDB applications with columns for SDB Ref, Form Type, Endorsing IRB, and Action. The table lists several applications, including SDB-2024/0095, SDB-2024/0094, SDB-2024/0093, SDB-2024/0078, and SDB-2024/0084. The bottom of the page shows a footer with the text "NHG_SDB_54 (Yishun Community Hospital)" and a pagination bar indicating "Rows per page: 100" and "1-13 of 13".

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

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

Adding a Database Team Member

Submission Detail

Back to Submission

SDB Ref: -

Form Detail

Application Form

Database Site & Custodian Details

*2: Does this Standing Database/Tissue Bank involve more than one institution?

☐ Yes

☒ No

2a: Database site(s)

Database Site	Location	Endorsement Needed	Site Role	Action
* Tan Tock Seng Hospital (TTSH)	* testlocation2	Yes	* Main Site	Edit

2b: Custodian and Database Team Member(s)

Database Site	Name	Database Role	Designation	Department	Action
Tan Tock Seng Hospital (TTSH)	A/Prof shania3	Custodian	test	Gastroenterolo Hepatology	

EXTERNAL COLLABORATION

Cancel Save

Instruction

Database Site & Custodian

Section A: Standing ...

Section B: Design Of St...

Section C: How Data W...

Section D: ...

Section E: Security Of ...

Section F: Transfer Of ...

Section G: Retention A...

Section H: Monitorina ...

Step 1: Go to the “Database Site & Custodian” section.

Step 2: Click on “+ Add”.

5. 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.

The screenshot shows the 'Submission Detail' page for adding a Database Team Member. The form is divided into two main sections: 'Application Form' and 'Database Site & Custodian Details'. The 'Application Form' section includes a question about multiple institutions and a table for database sites. The 'Database Site & Custodian Details' section includes a table for custodians and database team members. A modal window titled 'Add' is open, showing a search for 'TTSH_STM1' and a list of results. The 'Save' button is highlighted in the bottom right corner.

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”**

Database Site	Location	Endorsement Needed	Site Role
* Tan Tock Seng Hospital (TTSH)	* testlocation2	Yes	* Main Site

Database Site	Name	Database Role	Designation
Tan Tock Seng Hospital (TTSH)	A/Prof shania3	Custodian	test

Member Name	Cluster	Institution	Department
A/Prof TTSH_STM1	National Healthcare Group	Tan Tock Seng Hospital (TTSH)	Medical Oncology

Study Role
Database Team Member
Custodian
Site Custodian
Database Team Member

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

Select your Reviewing IRB

Submission Detail

SDB Ref: -

Form Detail

Application Form

Section A: Standing Database/Tissue Bank Title

Section A: Standing Data...

Section C: How Data Will...

A2: Reviewing IRB

A2a: The reviewing IRB would be:

NHG DSRB

A2b: Please select the board.

NHG SDB Review Board

Note:
For NHG user, please select NHG DSRB as the Reviewing IRB (Section A2a) and select "NHG SDB Review Board" as the IRB board (Section A2b).
For NUHS users, please select "NUHS SDB Review Board" as the Review IRB and IRB board (Section A2a & A2b).

Step 1: Enter "Title of your SDB"

Step 2: Select "NHG DSRB"

Step 3: Select "NHG SDB Review Board"

Step 4: Proceed to complete the rest of the sections

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.

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

When you are ready to submit

The screenshot displays the 'Submission Detail' page for SDB-2024/1385. The page header includes a home icon, a menu icon, a 'Back to Submission' link, the title 'Submission Detail', and icons for download, notifications (23), and user profile. The main content area shows the application details: SDB-2024/1385 (Draft), SDB Ref: SDB-2024/1385, Form Type: Application, Form Outcome: -, SDB Custodian/SDB Site Custodian: A/Prof shania3 (Tan Tock Seng Hospital (TTSH)), Current Editor: A/Prof shania3, SDB Title: SDB_TRAINING_DEMO_04_Sep_01, and Quick Link: SDB Summary. A 'Form Detail' link is also present. The 'Application Form' section is active, showing an 'Instruction' box with text for NHG and NUHS users. Below the instruction is a 'MAIN PAGE' section with a note: '*1: This application is an amendment to a Standing Database Application in ROAM.' and two radio buttons for 'Yes' and 'No'. On the right side of the form, there are three buttons: 'Mandatory Check' (highlighted with a red box and an arrow from 'Step 1: Click on "Mandatory Check"'), 'Cancel', 'Save', and 'Save and Exit' (highlighted with a red box and an arrow from 'Step 2: If there is no prompt message (i.e. no action is required), proceed to click "Save and Exit"'). A 'Declare and Submit' button is also visible in the top right corner.

Step 1: Click on "Mandatory Check"

Step 2: If there is no prompt message (i.e. no action is required), proceed to click "Save and Exit"

SDB-2024/1385 Draft

SDB Ref: SDB-2024/1385

Form Type: Application Form Outcome: -

SDB Custodian/SDB Site Custodian: A/Prof shania3 (Tan Tock Seng Hospital (TTSH))

Current Editor: A/Prof shania3

SDB Title: SDB_TRAINING_DEMO_04_Sep_01

Quick Link: [SDB Summary](#)

[Form Detail](#)

Application Form

Instruction

INSTRUCTION:

- For NHG users, this form is to be used for Standing Database only. Please refer to NHG Tissue Compliance Committee (TCC) requirements for tissue banks.
- For NUHS users, this form is to be used for Standing Database and Tissue Banks.

MAIN PAGE

*1: This application is an amendment to a Standing Database Application in ROAM.

☐ Yes

☐ No

☒ Mandatory Check

Instruction

Database Site & Custo...

Section A: Standing Da...

Section B: Design Of St...

Section C: How Data W...

Section D: Consent Re...

Section E: Security Of...

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

Pop-up after you clicked “Mandatory Check”

The screenshot displays the 'Submission Detail' page for application SDB-2024/1385. A pop-up window titled 'ECOS' is overlaid on the page, indicating that the application is incomplete. The pop-up contains a yellow warning message and a table listing the missing mandatory fields. A blue arrow points from the 'ECOS' pop-up to the 'Finalise' button in the background interface.

ECOS

⚠ Your application is incomplete. You must complete all relevant sections before you can proceed to submit.

Section	Field	Reason	Action
Database Site & Custodian Details	3: Does this Standing Database/Tissue Bank involve external collaboration beyond the Clusters?	This is a mandatory field. Please fill in response.	Edit
Database Site & Custodian Details	4: Does the Custodian and/or Database Team Member have a potential Conflict of Interest?	This is a mandatory field. Please fill in response.	Edit
Instruction	1: This application is an amendment to a Standing Database Application in ROAM.	This is a mandatory field. Please fill in response.	Edit
Section B: Design Of Standing Database (What Data Is Collected?)	B1: Please indicate the source of data for this Standing Database/Tissue Bank.	This is a mandatory field. Please fill in response.	Edit

Confirm

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”.

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

Submit the application (By Main Custodian only)

Home

Menu

Back to My Tasks

Submission Detail

Download

Notifications25

User

SDB-2024/0103

Draft

Refresh

SDB Ref: SDB-2024/0103

Print

Form Type: Application

Form Outcome: -

SDB Custodian/SDB Site Custodian: Mr NHG_SDB_54 (Yishun Community Hospital)

Current Editor: -

SDB Title: Testing 1992024

Quick Link: [SDB Summary](#)

Form Detail

Application Form

Instruction

INSTRUCTION:

• For NHG users, this form is to be used for Standing Database only. Please refer to the NHG SDB User Guide for more details.

• For NUHS users, this form is to be used for Standing Database and Tissue Bank only. Please refer to the NUHS SDB User Guide for more details.

ECOS

Declaration Of Custodian

As the appointed custodian of this Standing Database/Tissue Bank*, I declare the following:

• I am aware of the Institutional Research Data Policy, Personal Data Protection Act (PDPA), HealthTech Instruction Manual, relevant institutional data management policies and IRB policies, and to the best of my ability, will ensure that there are no contraventions of these obligations in my custodianship.

• I will not initiate any changes in the Standing Database/ Tissue Bank without obtaining prior written approval from the Approving Officer and will maintain all relevant documents and recognize that the Approving Officer may inspect these documents.

• I will ensure the acquisition, storage, utilisation and disposal of any data in the Standing Database/ Tissue Bank shall protect the confidentiality of the information contained.

• I will ensure the database system I intend to use complies with Synapse requirements, Institutional Research Data Policy and other relevant policies.

• I will ensure that any access to the data granted to individuals/third parties, including the transfer of data overseas, will be consistent with the institutional policies and local regulations.

• I will ensure that there are processes in place to ensure that the data collected is accurate and complete prior to any use to make a decision that affects the individual and/or prior to disclosure to outside parties.

• I have taken all reasonable steps and safeguards that are necessary to protect the data against breaches, accidental and unlawful loss, modification or destruction or unauthorized access, disclosure and copying use.

• I understand that failure to comply with the applicable regulations, institutional and research data policies may result in the suspension or termination of this Standing Database/ Tissue Bank.

• I declare that there are no existing or potential conflicts of interest for any of the team members involved in this Standing Database/ Tissue Bank. Any potential conflicts of interest have been declared in the relevant section of the application form.

*Applicable to NUHS users only.

By checking, the 'I agree' box, you confirm that you have read, understood and accept the Custodian's Declaration.

☒ I have read and agree to the above declaration.

Cancel

Confirm

Step 1: Click “Declare & Submit”

Step 2: Read the declaration and Click “Confirm”

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

Save your draft regularly

The screenshot shows the 'Submission Detail' page for an SDB application. The page includes a sidebar with navigation links like 'Form Detail' and 'Application Form'. The main content area displays the application details and a list of sections to complete. A pop-up message from ECOS is overlaid on the page, indicating that the application is incomplete and must be saved before proceeding. The 'Save' button is highlighted with a red box, and the 'Confirm' button is also highlighted with a red box. Arrows point from the 'Save' button to the 'Confirm' button and from the 'Confirm' button to the 'Save' button, indicating a cycle of saving and confirming.

Step 1: Click "Save" to save your draft.

Step 2: A pop-up message will appear. Click "Confirm" to proceed.

ECOS

⚠ Your application is incomplete. You must complete all relevant sections before you can proceed to submit.

Section	Field	Reason	Action
Section A: Standing Database/Tissue Bank Title	Title of Standing Database/Tissue Bank:	This is a mandatory field. Please fill in response.	✎

Confirm

Save

Cancel

Instruction

Database Site & Custodi...

Section A: Standing Data...

Section B: Design Of Sta...

Section C: How Data Will...

Section E: Security Of Sta...

MAIN PAGE

*1: This application is an amendment to a Standing Database Application in ROAM.

☐ Yes

☐ No

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

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

Withdrawal of SDB Application

Submission Detail

SDB-2024/0102 Pending ROC/DR/IR Endorsement

SDB Ref: SDB-2024/0102

Form Type: Application

SDB Custodian/SDB Site Custodian: A/Prof N

Current Editor: -

SDB Title: SDB Application 19Sep24

Quick Link: [SDB Summary](#)

[Form Detail](#) [Endorsement](#)

Application Form

Instruction

INSTRUCTION:

- For NHG users, this form is to be used for Standing Database only. Please refer to NHG Tissue Compliance Committee (TCC) requirements for tissue banks.
- For NUHS users, this form is to be used for Standing Database and Tissue Banks.

MAIN PAGE

*1: This application is an amendment to a Standing Database Application in ROAM.

ECOS

⚠ Do you want to withdraw this form?

* Withdraw Reason:

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

[Withdraw](#)

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

[Track Changes](#) [Export](#)

[Instruction](#)

- Database Site & Custodi...
- Section A: Standing Data...
- Section B: Design Of Sta...
- Section C: How Data Will...

[Cancel](#) [Confirm](#)

Form History

You would be able to view the history including the endorsement and/ or withdrawal details and comments.

8. Features of the SDB Application Form – SDB Summary

SDB Summary

The screenshot displays the 'SDB Summary' page for submission SDB-2024/0044. The page includes a sidebar with submission details and a main content area with a table of forms. Annotations highlight key features:

- Expiry date of the SDB:** Points to the 'Valid Till Date: 01-Jan-2025'.
- Display the list of attachments uploaded in all forms:** Points to the 'All Forms Attachments' tab.
- Change tab to view specific form type created:** Points to the filter tabs: ALL(9), Application(1), Amendment(1), SRF(1), and NCR(6).
- Click here to view the summary page:** Points to the 'SDB Summary' link in the sidebar's 'Quick Link' section.
- View and download decision letter:** Points to the 'NHG SDB Termination Letter' link in the 'Letter' column of the table.

Sidebar Details:

- SDB-2024/0044 [Review Completed]
- SDB Ref: SDB-2024/0044
- Form Type: Application
- SDB Custodian/SDB Site C
- Current Editor: -
- SDB Title: Standing Data
- Quick Link: [SDB Summary](#)

Main Content Area:

SDB / Submission / Submission Detail / SDB Summary

SDB-2024/0044 [Review Completed]

SDB Ref: SDB-2024/0044

Valid Till Date: 01-Jan-2025

All Forms | All Forms Attachments

ALL(9) | Application(1) | Amendment(1) | SRF(1) | NCR(6)

SDB Form Ref	Form Type	Endorsing IRB	Form Status	Form Outcome	Letter
SDB-2024/0044-NCR001	NCR	NHG DSRB-NHG SDB Review Board	Pending Custodian Reply	-	-
SDB-2024/0044-SRF001	SRF	NHG DSRB-NHG SDB Review Board	Pending IDA/ID Approval	-	-
SDB-2024/0044-NCR005	NCR	NHG DSRB-NHG SDB Review Board	Review Completed	To be Terminated	NHG SDB Termination Letter

9. Features of the SDB Application Form – Track Changes

Track Changes

Submission Detail

Close Export

Current Version: SDB-2024/1320-AMD003 03-Sep-2024 15:44:04
Previous Version: SDB-2024/1320 03-Sep-2024 11:01:31

Track Changes

Database Site & Custodian Details

2: Does this Standing Database/Tissue Bank involve more than one institution?

Ne
Yes

2a: Database site(s)

Tan Tock Seng Hospital (TTSH)

Database Site	Tan Tock Seng Hospital (TTSH)
Location	testlocation2
	Yes
	Sub Site

2b: Custodian and Database Team Member(s)

Ng Teng Fong General Hospital (NTFGH) / Database Team Member / A/Prof TTSH_STM1 Deleted

Database Site	Ng Teng Fong General Hospital (NTFGH)
Name	A/Prof TTSH_STM1
Database Role	Database Team Member
Designation	
Department	Medical Oncology

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

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

Track Changes

Track Changes Export

Instruction

Database Site & Custodian Details

Section A: Standing Database/Tissue Bank

Section B: Design Of Standing Database/Tissue Bank

Section C: How Data Will Be Used

Section D: Consent Requirements

Section E: Security Of Data

Section F: Transfer Of Data

Section G: Retention And Archiving

Section H: Monitoring And Reporting

10. SDB Application – Responding to Queries

On “Submission Detail” page

The screenshot displays the 'Submission Detail' page for SDB-2024/0085. The page is divided into several sections:

- Header:** Includes a 'Back to Submission' link and a 'Submission Detail' title.
- Left Panel:** Contains submission details such as 'SDB-2024/0085', 'SDB Ref: SDB-2024/0085', 'Form Type: Application', 'SDB Custodian/SDB Site Custodian: A/Prof NHG_SDB_19 (Tan Tock Seng ...)', 'Current Editor: -', 'SDB Title: Database for 123456790', and a 'Quick Link: SDB Summary'. It also has tabs for 'Form Detail' and 'Endorsement'.
- Query List:** A dropdown menu labeled 'Query List' with 'Tan Tock Seng ...' selected. A callout box points to this dropdown with the text: 'Click on the dropdown list to view queries from the institution or IRB.'
- Query Status:** Shows '0/1 Pending' under the 'Pending Query' tab.
- Query Details:** A section titled 'query' showing 'Query Round 1' for 'A/Prof NHG_SDB_30' on '27-Sep-2024 14:15:13'.
- Reply Query:** A section with a red asterisk and the text '* Reply Query' and 'Please enter'.
- Right Panel:** Includes a 'Query List' link with a red dot, a 'Track Changes' button, an 'Export' button, and an 'Edit' button. A callout box points to the 'Query List' link with the text: 'Click the “Query List” to view the queries.'

11. Submission of New SDB Other Forms

Submission of New SDB Other Forms

Submission

+ New SDB Application Form

+ New SDB Other Forms

SDB Ref SDB Form Ref SDB Title SDB Custodian/SDB Site Custodian Form Type Endorsing IRB

SDB-2 New SDB form

SDB-2 * SDB Title or SDB Ref:

2

SDB Title	SDB Ref	SDB Custodian/SDB Site Custodian
shania_test_03_sept_01	SDB-2024/1320	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH)), A/Prof TTSH_STM1 (Tan Tock Seng Hospital (TTSH))
shania_test_03_Sep_02	SDB-2024/1333	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH)), A/Prof shania3 (Tan Tock Seng Hospital (TTSH))
shania_test_03_sept_03	SDB-2024/1336	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH))
shania_test_04_Sep_fixed_orange_dot	SDB-2024/1373	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH))

Rows per page: 10 1-5 of 5

Please select one SDB!

SDB-2 * Form Type:

SDB-2

SDB-2

SDB-2024/0044

SDB-2024/0044-NCR004

SDB-2024/0044

SDB-2024/0044-NCR003

Form Type includes:

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

Cancel

Confirm

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.



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