

# 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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4. Navigating ECOS - Where to find the list of submitted SDBs?
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# 1. 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.

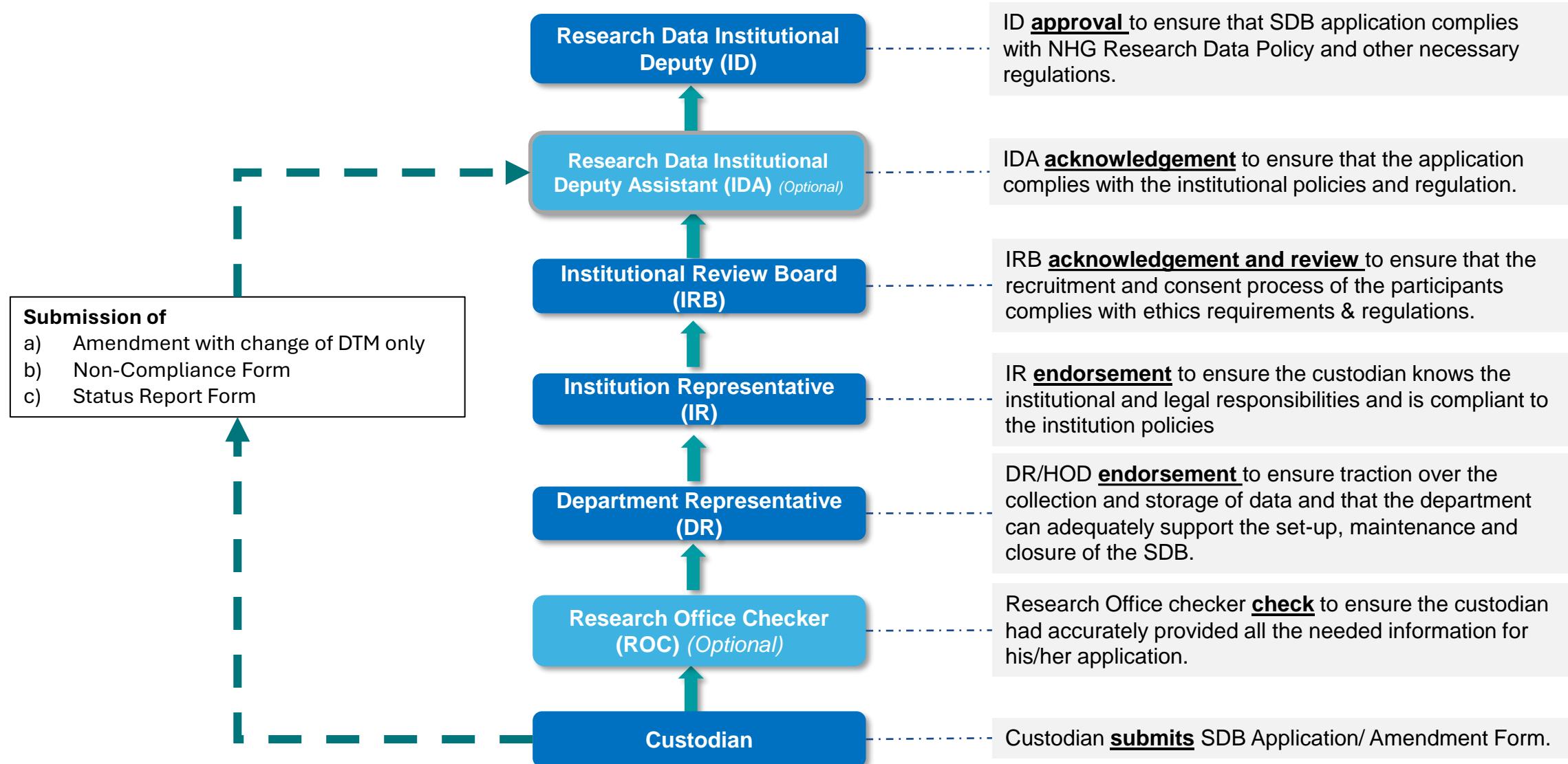
## Site Custodian

- 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)

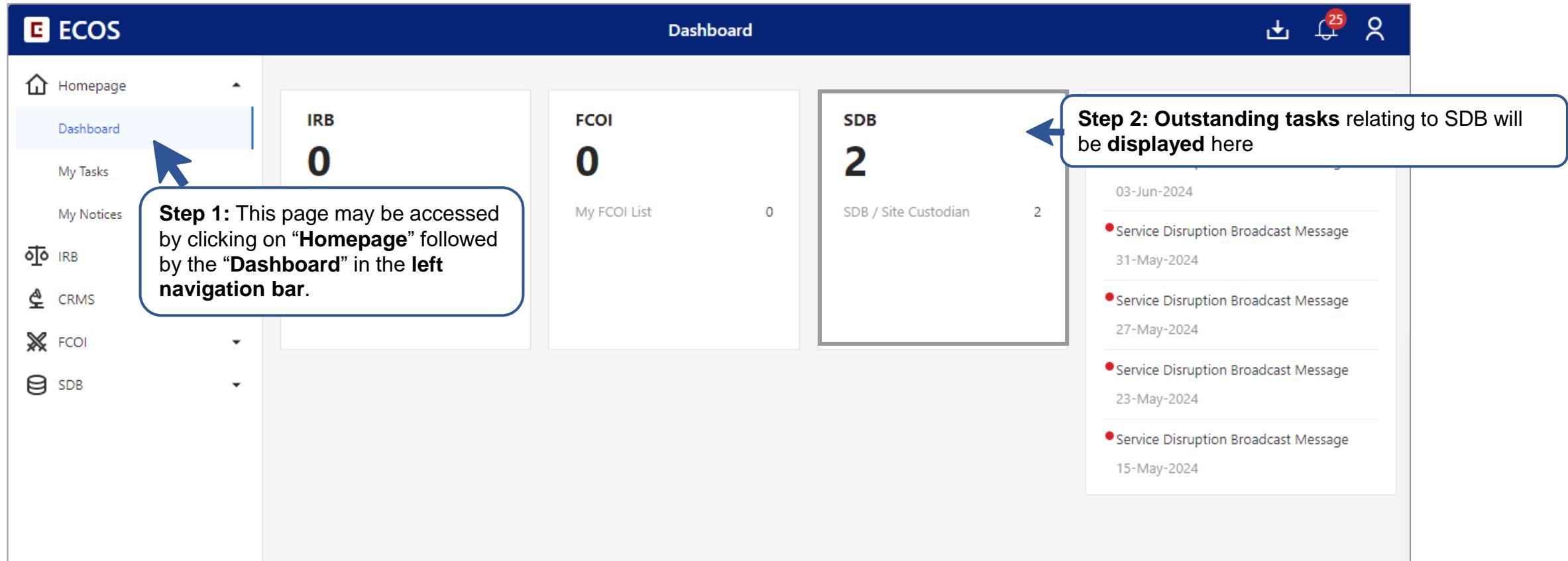
- Study Team Member equivalent.
- Individual who is assigned by the Custodian to assist him/her in the preparation of the Standing Databases application submission and establishment.

## 2. SDB Approval Process



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

On your “Dashboard”



The screenshot shows the ECOS Dashboard with the following components:

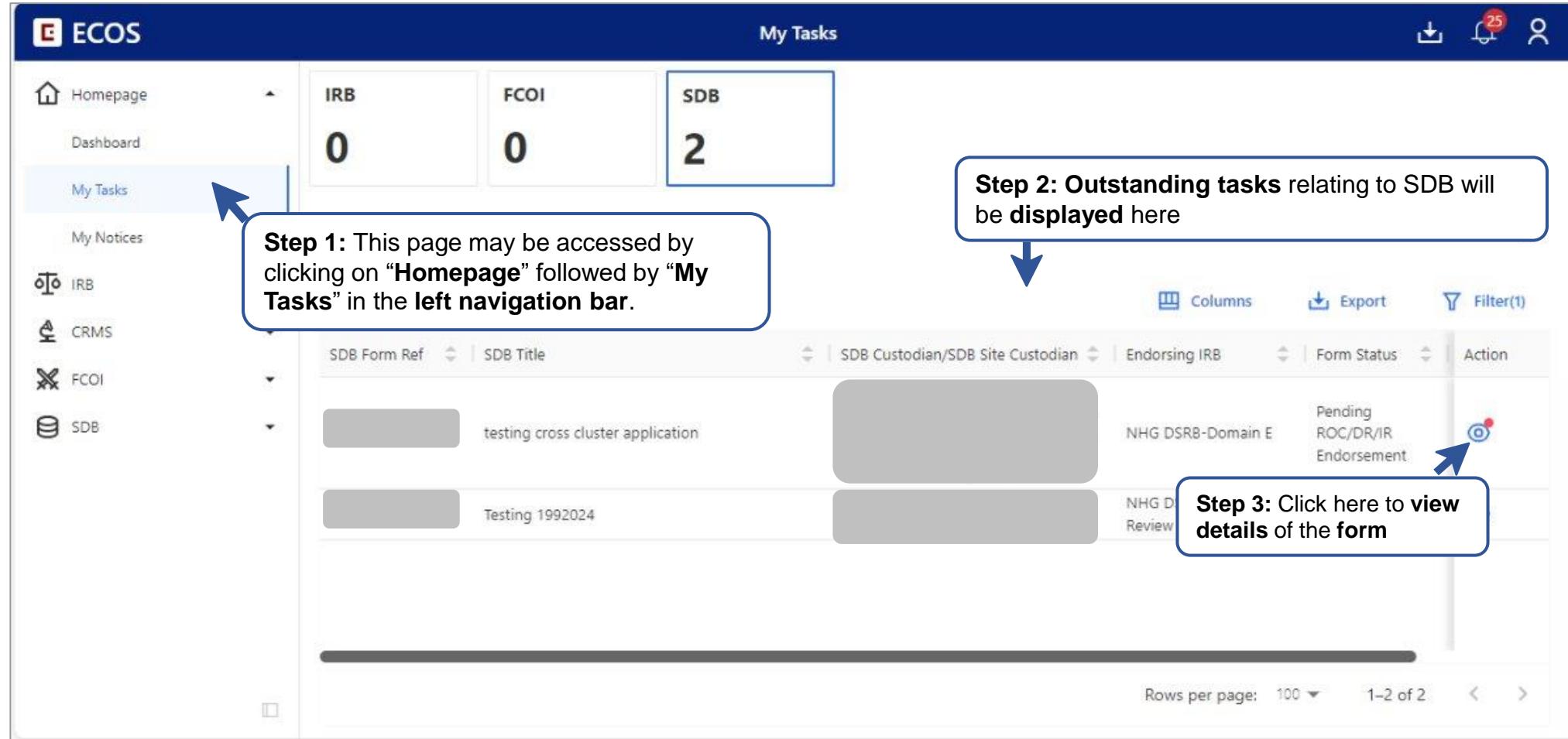
- Left Navigation Bar:** Includes links for Homepage, Dashboard (highlighted with a blue arrow), My Tasks, My Notices, IRB, CRMS, FCOI, and SDB.
- Dashboard Cards:** Three main cards: IRB (0), FCOI (0), and SDB (2). The SDB card is highlighted with a blue box and an arrow pointing to it from the text "Step 2: Outstanding tasks relating to SDB will be displayed here".
- SDB Task List:** A detailed list of outstanding tasks, including:
  - 03-Jun-2024: Service Disruption Broadcast Message
  - 31-May-2024: Service Disruption Broadcast Message
  - 27-May-2024: Service Disruption Broadcast Message
  - 23-May-2024: Service Disruption Broadcast Message
  - 15-May-2024: Service Disruption Broadcast Message

**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”



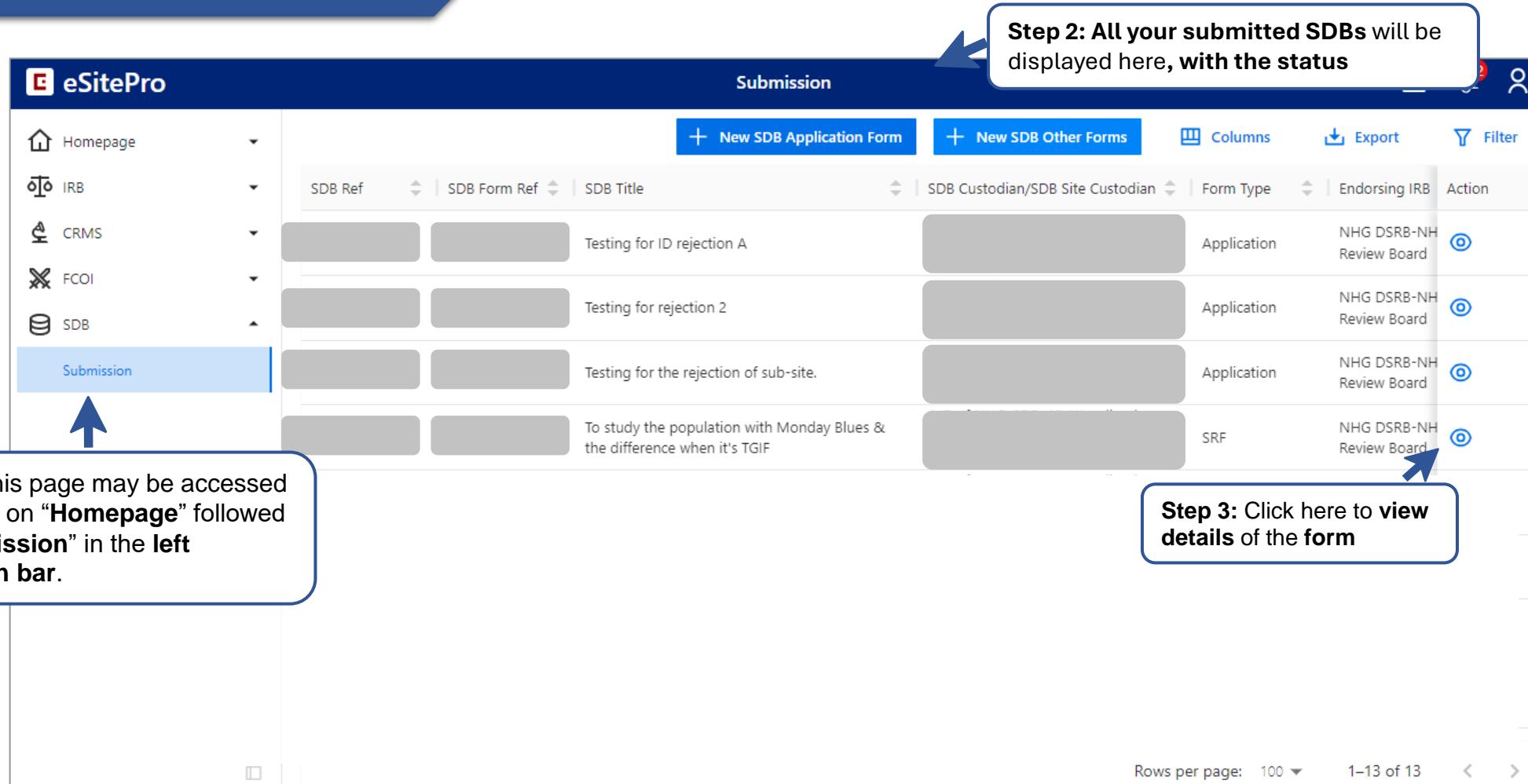
The screenshot shows the ECOS 'My Tasks' page. At the top, there are three summary boxes: 'IRB' (0), 'FCOI' (0), and 'SDB' (2). The 'SDB' box is highlighted with a blue border. On the left, a navigation bar includes 'Homepage', 'Dashboard', 'My Tasks' (which is selected and highlighted in blue), 'My Notices', 'IRB', 'CRMS', 'FCOI', and 'SDB'. A blue arrow points from the text 'Step 1' to the 'My Tasks' link in the navigation bar. A blue box contains the text: 'Step 1: This page may be accessed by clicking on “Homepage” followed by “My Tasks” in the left navigation bar.' Below the summary boxes is a table with the following data:

IRB Form Ref	IRB Title	IRB Custodian	IRB Status
IRB Form Ref 1	testing cross cluster application	NHG DSRB-Domain E	Pending ROC/DR/IR Endorsement
IRB Form Ref 2	Testing 1992024	NHG D Review	Pending ROC/DR/IR Endorsement

A blue box contains the text: 'Step 2: Outstanding tasks relating to SDB will be displayed here'. A blue arrow points from this text to the 'SDB' summary box at the top. Another blue box contains the text: 'Step 3: Click here to view details of the form'. A blue arrow points from this text to the 'Pending ROC/DR/IR Endorsement' status of the second row in the table.

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

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

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

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

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

On your “Submission” tab



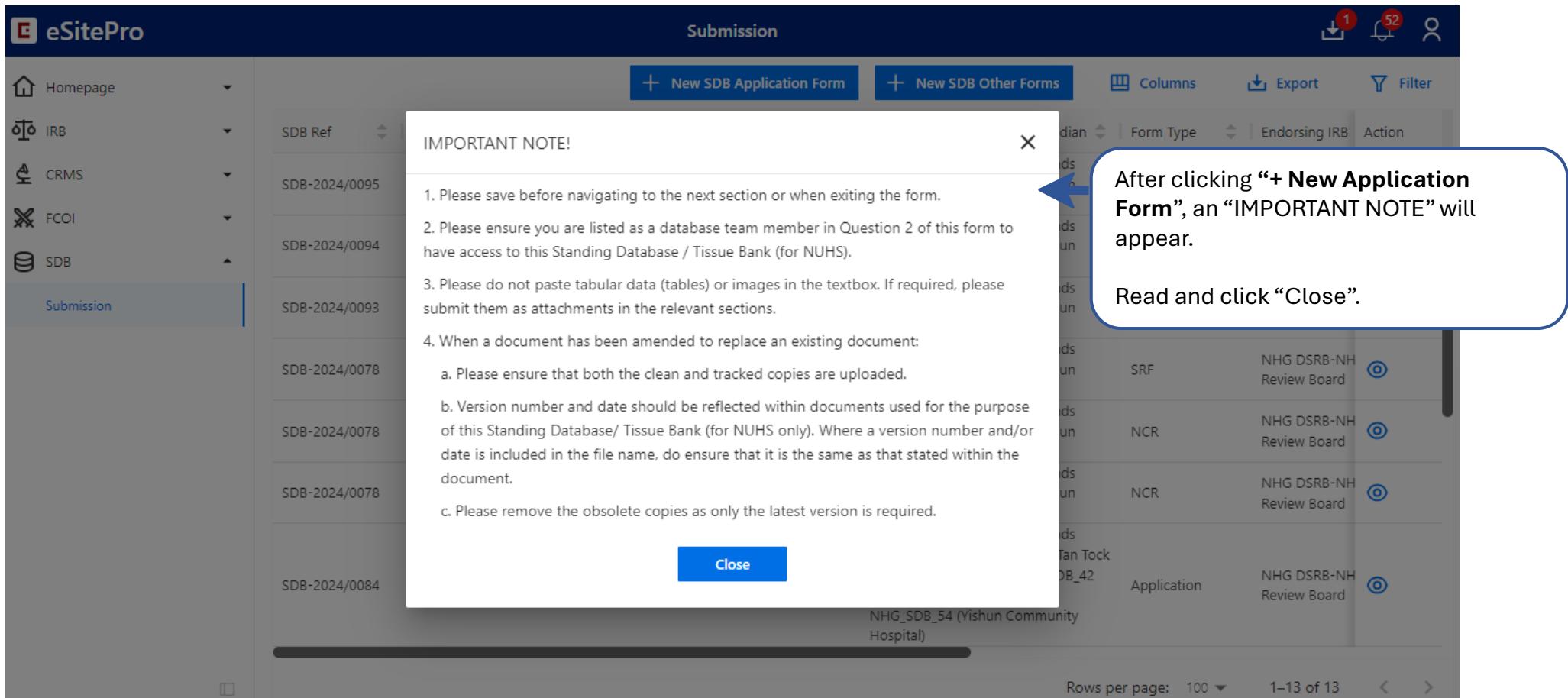
**Step 1:** This page may be accessed by clicking on “Homepage” followed by “Submission” in the **left navigation bar**.

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

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

Rows per page: 100 1-13 of 13

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



The screenshot shows the eSitePro interface for Submission. On the left, there is a navigation menu with items like Homepage, IRB, CRMS, FCOI, SDB, and Submission. The Submission menu is currently selected. In the center, there is a table with columns: SDB Ref, Form Type, Endorsing IRB, and Action. The table contains several rows with SDB references like SDB-2024/0095, SDB-2024/0094, etc. At the top of the page, there are buttons for 'New SDB Application Form' and 'New SDB Other Forms'. A tooltip on the right side of the screen provides instructions: 'After clicking “+ New Application Form”, an “IMPORTANT NOTE” will appear. Read and click “Close”.' A blue arrow points from the tooltip to the 'Close' button in the 'IMPORTANT NOTE' modal.

**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.

**Close**

NHG\_SDB\_54 (Yishun Community Hospital)

Rows per page: 100 ▾ 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

SDB Ref: - [Edit](#)

**Form Detail**

**Application Form**

X Cancel [Save](#)

**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	<a href="#">Edit</a>

**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	Gastroenterology Hepatology	<a href="#">+ Add</a>

**EXTERNAL COLLABORATION**

Instruction ⓘ

[Database Site & Custo...](#)

Section A: Standing ... ⓘ

Section B: Design Of St...

Section C: How Data W...

Section D: Data Use ... ⓘ

Section E: Security Of ...

Section F: Transfer Of ...

Section G: Retention A...

Section H: Monitoring ...

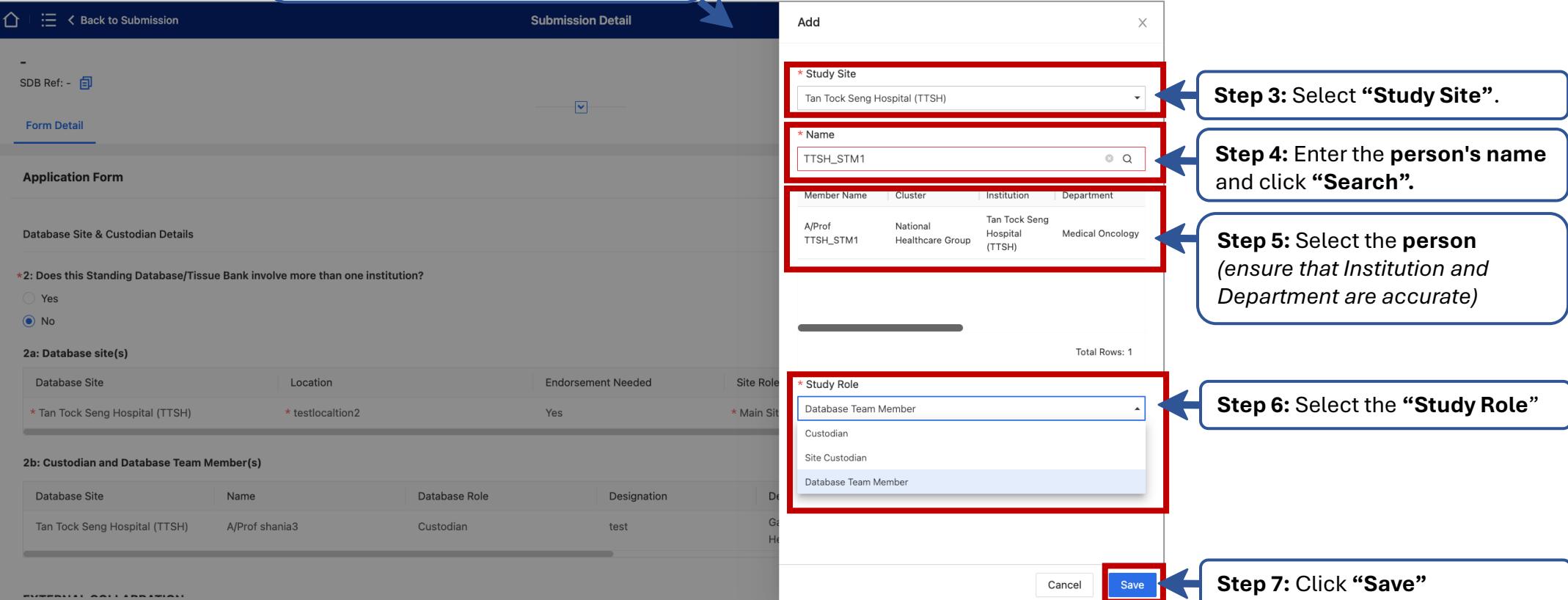
**Step 1: Go to the “Database Site & Custodian” section.**

**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.**



**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”**

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

## Select your Reviewing IRB

The screenshot shows the 'Submission Detail' page with the 'Application Form' section selected. The 'Section A: Standing Database/Tissue Bank Title' field is highlighted with a red box. Below it, the 'A2: Reviewing IRB' section contains two dropdowns: 'A2a: The reviewing IRB would be:' with 'NHG DSRB' selected, and 'A2b: Please select the board.' with 'NHG SDB Review Board' selected. Both dropdowns are also highlighted with red boxes. A vertical line on the right side of the page indicates the flow of steps, with four blue callout boxes pointing to specific sections:

- Step 1: Enter "Title of your SDB"** (points to the Title field)
- Step 2: Select "NHG DSRB"** (points to the A2a dropdown)
- Step 3: Select "NHG SDB Review Board"** (points to the A2b dropdown)
- Step 4: Proceed to complete the rest of the sections** (points to the vertical line on the right)

**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).

**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 shows the 'Submission Detail' page for an SDB application. The application ID is SDB-2024/1385 (Draft). The 'Declare and Submit' button is visible in the top right. The 'Form Detail' section includes fields for Form Type (Application), Form Outcome (empty), 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 a Quick Link to SDB Summary.

**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"**

The 'Mandatory Check' button is highlighted with a red box and an arrow pointing down to the 'Save and Exit' button, which is also highlighted with a red box. The 'Save' button is shown without a red box.

**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

**Submission Detail**

Form Outcome: -

Declare and Submit

**Save and Exit**

Save

Cancel

Instruction

Database Site & Custo...

Section A: Standing Da...

Section B: Design Of St...

Section C: How Data W...

Section D: Consent Re...

Section E: Consent Re...

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

Pop-up after you clicked “Mandatory Check”

The screenshot shows the 'Submission Detail' page for SDB-2024/1385 (Draft). The page includes fields for SDB Ref, Form Type (Application), Form Outcome, and SDB Custodian. A 'Form Detail' sidebar is visible on the left. A prominent pop-up message in the center states: "Your application is incomplete. You must complete all relevant sections before you can proceed to submit." The pop-up lists several mandatory fields that need to be filled in, such as '3: Does this Standing Database/Tissue Bank involve external collaboration beyond the Clusters?' and '4: Does the Custodian and/or Database Team Member have a potential Conflict of Interest?'. A 'Confirm' button is at the bottom right of the pop-up.

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)

The screenshot shows the 'Submission Detail' page for an SDB application. The application ID is SDB-2024/0103 (Draft). The 'Declare and Submit' button is highlighted with a red box and a blue arrow pointing to it, labeled 'Step 1: Click "Declare & Submit"'. A modal window titled 'ECOS' is open, showing the 'Declaration Of Custodian' section. The declaration text is as follows:

**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.

Below the declaration, there is a checkbox labeled 'I have read and agree to the above declaration.' A blue arrow points to the 'Confirm' button at the bottom right of the modal, labeled 'Step 2: Read the declaration and Click "Confirm"'. The 'Cancel' button is also visible.

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

Save your draft regularly

The screenshot shows the 'Submission Detail' page of the SDB Application. The 'Form Detail' tab is selected. A pop-up message box titled 'ECOS' displays a warning: 'Your application is incomplete. You must complete all relevant sections before you can proceed to submit.' It lists a single incomplete section: 'Section A: Standing Database/Tissue Bank Title' with the reason 'This is a mandatory field. Please fill in response.' A 'Confirm' button is at the bottom of the pop-up. The main page shows the 'Application Form' tab is active, with sections for 'Instruction', 'INSTRUCTION:', and 'MAIN PAGE'. A note at the bottom states: '\*1: This application is an amendment to a Standing Database Application in ROAM.' with radio button options 'Yes' and 'No'.

**Step 1: Click “Save” to save your draft.**

**Step 2: A pop-up message will appear. Click “Confirm” to proceed.**

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

The screenshot shows the 'Submission Detail' page for SDB-2024/0102, which is 'Pending ROC/DR/IR Endorsement'. The 'Withdraw' button in the top right corner is highlighted with a red box and a blue arrow. A modal window titled 'ECOS' asks 'Do you want to withdraw this form?'. A text input field for 'Withdraw Reason' is shown, with a callout box 'Step 2: input the reason for withdrawing the application and click on the "confirm" button to proceed with the withdrawal.' pointing to it. The 'Confirm' button at the bottom right of the modal is also highlighted with a blue arrow. The 'Form Detail' tab is selected on the left.

**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.

Cancel Confirm

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.

Track Changes Export

Instruction

Database Site & Custodi...

Section A: Standing Data...

Section B: Design Of Sta...

Section C: How Data Will...

# 7. Features of the SDB Application Form – Form History

## Form History

The screenshot illustrates the Form History feature of the SDB Application Form. On the left, the main application page shows a red box around the 'Endorsement' tab, with a callout 'Click the icon to view the form history.' pointing to the endorsement status section. On the right, a detailed view of the 'Form History' is shown, listing various events with dates and times. A callout on the right side of the history page states: 'You would be able to view the history including the endorsement and/ or withdrawal details and comments.'

**Form History**

ROC/DR/IR Endorsement

**Tan Tock Seng Hospital (TTSH) Main**

- Tan Tock Seng Hospital (TTSH) Research Office Checker sent query.  
A/Prof shania1+ | [View Query](#) 05-Sep-2024 17:11:13
- ✓ Application was declared and submitted.  
A/Prof shania3 05-Sep-2024 17:05:39
- ✓ Application was finalised.  
A/Prof TTSH\_STM1 05-Sep-2024 17:04:28
- Application was edited.  
A/Prof TTSH\_STM1 05-Sep-2024 17:04:24
- Application was edited.  
A/Prof shania3 05-Sep-2024 16:18:10
- Application was edited.  
A/Prof shania3 05-Sep-2024 16:17:49
- Application was edited.  
A/Prof shania3 05-Sep-2024 16:16:26

**Endorsement Status**

Institution	Department
Tan Tock Seng Hospital (TTSH) <span style="border: 1px solid yellow; padding: 2px;">Main Site</span>	Gastroenterology & Hepatol

**Actions**

- Reload For Dev
- anlia1+ Main Edit Clock

RESTRICTED, SENSITIVE - NORMAL

## 8. Features of the SDB Application Form – SDB Summary

### SDB Summary

The screenshot shows the 'SDB Summary' page for submission SDB-2024/0044. The page includes a navigation bar, a breadcrumb trail, and a main content area with tabs for different form types and a table of submitted forms.

**Callouts and Annotations:**

- Expiry date of the SDB:** Points to the 'Valid Till Date' field (01-Jan-2025) which is highlighted with a red box.
- Display the list of attachments uploaded in all forms:** Points to the 'All Forms Attachments' tab, which is highlighted with a red box.
- Change tab to view specific form type created:** Points to the tabs at the top of the table: ALL(9), Application(1), Amendment(1), SRF(1), and NCR(6). The 'All Forms' tab is also highlighted with a red box.
- Click here to view the summary page:** Points to the 'SDB Summary' quick link at the bottom left.
- View and download decision letter:** Points to the 'NHG SDB Termination Letter' link in the table for the NCR row.

**Table Data:**

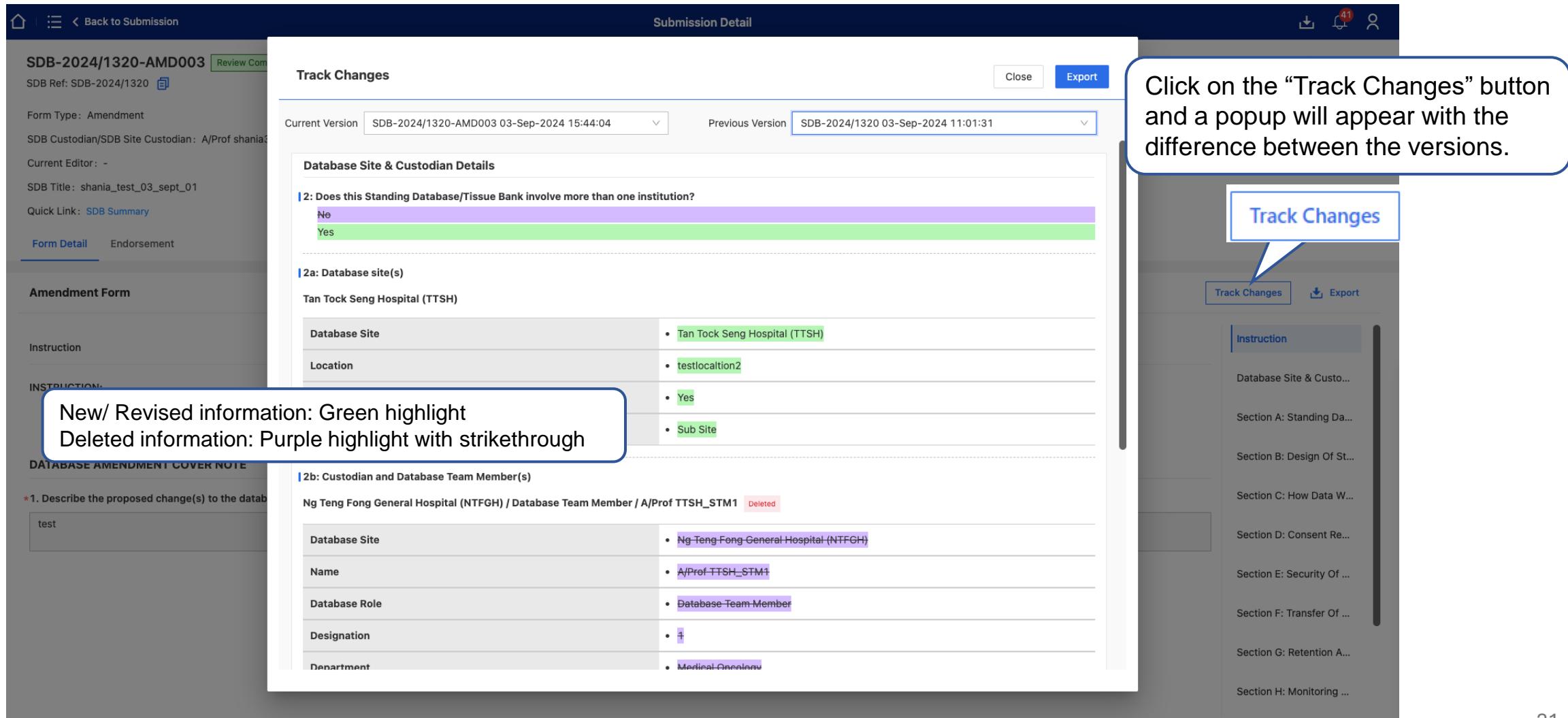
SDB Form Ref	Form Type	Endorsing IRB	Form Status	Form Outcome	Letter
SDB-2024/0044-NCR001	NCR	NHG DSRB-NHG SDB Review Board	Pending Custodian Reply	-	-
SDB-2024/0044-SRF001	SRF	NHG DSRB-NHG SDB Review Board	Pending IDA/ID Approval	-	-
SDB-2024/0044-NCR005	NCR	NHG DSRB-NHG SDB Review Board	Review Completed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

**Left Sidebar (Partial View):**

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

# 9. 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

**Track Changes**

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

**Database Site & Custodian Details**

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

No (purple highlight with strikethrough)

Yes (green highlight)

**2a: Database site(s)**

Tan Tock Seng Hospital (TTSH)

Database Site	<ul style="list-style-type: none"><li>Tan Tock Seng Hospital (TTSH)</li></ul>
Location	<ul style="list-style-type: none"><li>testlocation2</li><li>Yes</li><li>Sub Site</li></ul>

**2b: Custodian and Database Team Member(s)**

Ng Teng Fong General Hospital (NTFGH) / Database Team Member / A/Prof TTSH\_STM1 (Deleted)

Database Site	<ul style="list-style-type: none"><li>Ng Teng Fong General Hospital (NTFGH)</li></ul>
Name	<ul style="list-style-type: none"><li>A/Prof TTSH_STM1</li></ul>
Database Role	<ul style="list-style-type: none"><li>Database Team Member</li></ul>
Designation	<ul style="list-style-type: none"><li>+</li></ul>
Department	<ul style="list-style-type: none"><li>Medical Oncology</li></ul>

# 10. SDB Application – Responding to Queries

On “Submission Detail” page

The screenshot shows the 'Submission Detail' page for application SDB-2024/0085. The page includes a header with a 'Query List' dropdown set to 'Tan Tock Seng ...', a 'Saved at 27-Sep-2024 14:15:13' timestamp, and a 'Pending Query' tab. A callout box points to the 'Query List' dropdown with the text: 'Click on the dropdown list to view queries from the institution or IRB.' Another callout box points to the 'Query List' button in the top right with the text: 'Click the “Query List” to view the queries.' The page also features a 'Pending Query' section with a '0/1 Pending' status, a 'General' section, a 'Reply Query' input field, and various navigation buttons like 'Track Changes', 'Export', and 'Edit'.

Query List Tan Tock Seng ...

Pending Query All Query

0/1 Pending

General

query

Query Round 1 A/Prof NHG\_SDB\_30 27-Sep-2024 14:15:13

\* Reply Query

Please enter

Track Changes Export Edit

Click on the dropdown list to view queries from the institution or IRB.

Click the “Query List” to view the queries.

Restricted, Sensitive - Normal

# 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 Ref | SDB Custodian/SDB Site Custodian | Form Type | Endorsing IRB

New SDB form

\* 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 TTSN_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_organge_dot	SDB-2024/1373	A/Prof shania3 (Ng Teng Fong General Hospital (NTFGH))

Please select one SDB!

\* Form Type:

Form Type includes:

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

Cancel Confirm

Rows per page: 10 | 1-5 of 5

3-NHG SDBard

ROC/DR/IR Endorsement

3-NHG SDBard

Pending Custodian Reply

3-NHG SDBard

Review Completed Approved

3-NHG SDBard

Review Completed To be Closed

3-NHG SDBard

Review Completed To be Suspend

3-NHG SDBard

Pending IDA/ID Approval

3-NHG SDBard

Review Completed To be Terminate

3-NHG SDBard

Review Completed Approved

3-NHG SDBard

Review Completed Acknowledged

**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