

ECOS User Guide: SDB Module For Endorsers

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

Research Office Check (ROC) *(Optional)*

- Individual who is assigned to check and ensure the applications completeness and compliance to the states and institutional policies and guideline.

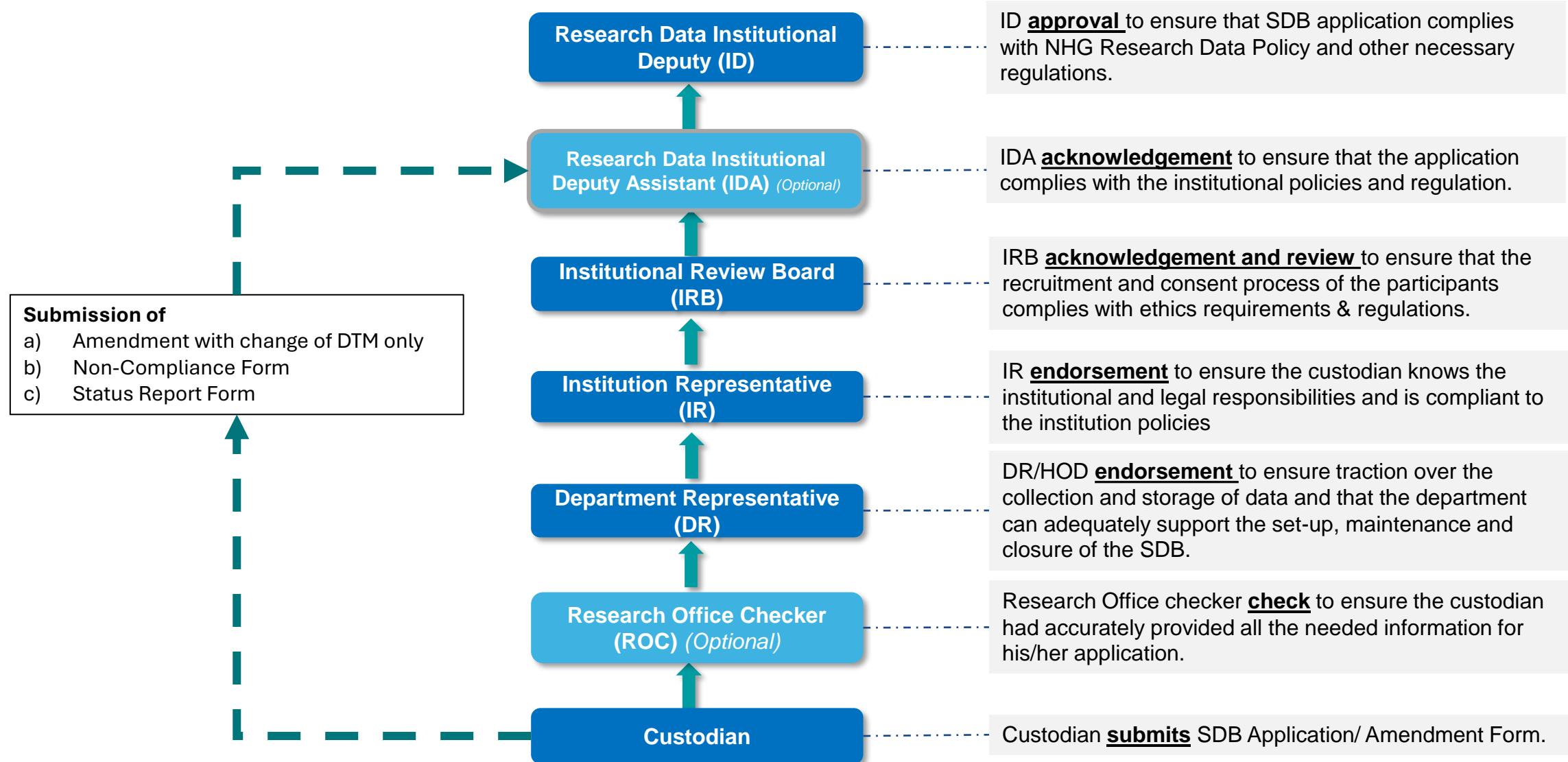
Department Representative (DR)

- Individual who is appointed to ensure traction over the collection and storage of data and that the department can adequately support the set-up, maintenance and closure of the SDB.
- This is the same as IRB module DR role

Institution Representative (IR)

- Individual who is appointed to ensure the custodian knows the institutional and legal responsibilities and is compliant to the institution policies.
- This is the same as IRB module IR role

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. On the left, a navigation bar includes links for Homepage, Dashboard (which is selected and highlighted in blue), My Tasks, My Notices, IRB, CRMS, FCOI, SDB, and Report. The main area is titled 'Dashboard' and contains three cards: 'IRB' (0 studies, 0 endorsements), 'FCOI' (0 My FCOI List), and 'SDB' (2 SDB Endorsers). A callout box with a blue arrow points to the 'Dashboard' link in the navigation bar, with the text: 'Step 1: This page may be accessed by clicking on “Homepage” followed by the “Dashboard” in the left navigation bar.' Another callout box with a blue arrow points to the 'SDB' card, with the text: 'Step 2: Outstanding tasks relating to SDB will be displayed here.' To the right of the SDB card is a list of tasks:

- 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

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

On your “My Tasks”

The screenshot shows the ECOS 'My Tasks' page. The left navigation bar includes 'Homepage', 'Dashboard', 'My Tasks' (which is selected and highlighted in blue), 'My Notices', 'IRB', 'CRMS', 'FCOI', 'SDB' (selected), and 'Report'. The main area is titled 'My Tasks' and shows 'SDB' tasks: 'SDB Endorsers (2)' with counts of 0, 0, and 2. A large blue box with a downward arrow highlights the 'My Tasks' selection in the navigation bar. A callout box 'Step 1' describes the access path. The table below lists two tasks. A second blue box with a downward arrow highlights the table area. A callout box 'Step 2' describes the list of tasks. A third blue box with a circular arrow highlights the 'Action' column. A callout box 'Step 3' points to the 'Action' column of the second task, which is 'Pending ROC/DR/IR Endorsement'.

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

Step 2: The list of 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]	[Redacted]	NHG DSRB-Domain E	Pending ROC/DR/IR Endorsement
[Redacted]	KTPH 04_1109	[Redacted]	[Redacted]	NHG DSRB Review Board	Endorsement

4. Navigating ECOS – Where to find the list of applications pending your Endorsement?

On your “Endorsement” tab

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

Step 2: All SDBs that are routed to you for review and endorsement will be displayed here, with the status

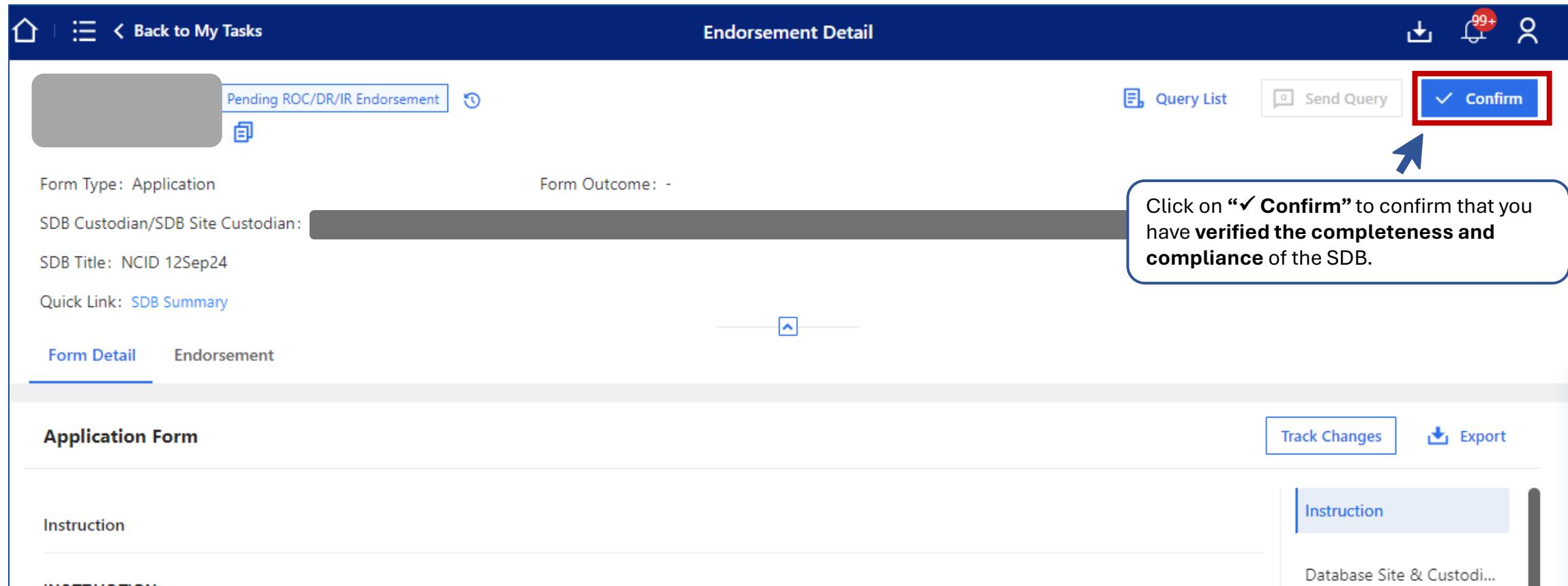
Step 3: Click here to view details of the form

Legend

- This icon  is shown when no action has been taken yet
- This icon  is shown when you have queried the PI / Study Team
- This icon  is shown when the PI has replied to your query

5. Navigating ECOS – How to Verify the Completeness & Compliance of an Application?

To verify the SDB (ROC Only)



The screenshot shows the 'Endorsement Detail' page in ECOS. At the top, there is a navigation bar with a house icon, a 'Back to My Tasks' link, and a 'Pending ROC/DR/IR Endorsement' button. The main content area displays the following information:

- Form Type: Application
- Form Outcome: -
- SDB Custodian/SDB Site Custodian: [redacted]
- SDB Title: NCID 12Sep24
- Quick Link: [SDB Summary](#)

Below this, there are two tabs: 'Form Detail' (which is selected) and 'Endorsement'. The 'Application Form' section is visible, containing the text 'INSTRUCTION:'. On the right side of the page, there are several buttons: 'Query List', 'Send Query', and a 'Confirm' button, which is highlighted with a red box and a blue arrow pointing to it. A callout box with a blue border and rounded corners contains the text: 'Click on "✓ Confirm" to confirm that you have **verified the completeness and compliance** of the SDB.' At the bottom right, there are 'Track Changes' and 'Export' buttons, and a sidebar with an 'Instruction' section and a 'Database Site & Custodi...' link.

Refer to Section B2 on how to query the Database Team

6. Navigating ECOS – How to Endorse or Reject an Application?

To endorse an SDB (DR & IR Only)

The screenshot shows the 'Endorsement Detail' page in ECOS. At the top, there is a navigation bar with a house icon, a 'Back to Endorsement' link, and a 'Pending ROC/DR/IR Endorsement' button. Below the navigation bar, there are fields for 'Form Type: Application', 'SDB Custodian/SDB Site Custodian', 'SDB Title: KTPH 04_1109', and a 'Quick Link: SDB Summary'. The 'Endorsement' tab is selected. A callout box points to the 'Reject' button (a red box with a white 'X') with the text: 'Click on “X Reject” if you **do not support** the application'. Another callout box points to the 'Endorse' button (a blue box with a white checkmark) with the text: 'Click on “✓ Endorse” to endorse the application after reviewing it'. At the bottom of the page, there are sections for 'Database Site & Custodian Details' and 'Instruction', with a 'Track Changes' and 'Export' button. A note at the bottom left says: '*2: Does this Standing Database/Tissue Bank involve more than one institution?'. A 'Query' dropdown is also visible.

7. Navigating ECOS – How to Query the Database Team (1/5)?

On the Application Form page

You may issue queries for individual questions

The screenshot shows a portion of the 'Application Form' page. At the top, it says 'Database Site & Custodian Details'. Below that is a question: '★2: Does this Standing Database/Tissue Bank involve more than one institution?'. Underneath the question are two radio buttons: 'Yes' (selected) and 'No'. Further down, there is a section labeled '2a: Database site(s)'. To the right of the 'Yes' radio button, a dropdown menu is open, showing 'Query ▾' and '+ New Query'. A blue arrow points from the text 'Step 1' to the 'Query' button, and another blue arrow points from the text 'Step 2' to the '+ New Query' button.

Step 1: Click on the “Query” button next to the question that you would like to query on. A drop-down button will be shown.

Step 2: Click on “+ New Query” to issue a new query.

7. Navigating ECOS – How to Query the Database Team (2/5)?

To Query the Database Team

Step 3: You will see the question of the application form reflected on the header of the query.

Step 4: Enter your query in the text box.

Step 5: You may upload an attachment by clicking on the **Upload** button.

You may delete the query by clicking on the bin icon.

Note

- A: Click on the application form main page in the background, and the sliding window will disappear.
- B: Query will be auto-saved by the system if connected to the Internet.

7. Navigating ECOS – How to Query the Database Team (3/5)?

To Query the Database Team (General query)

You may also issue queries by sections of the form

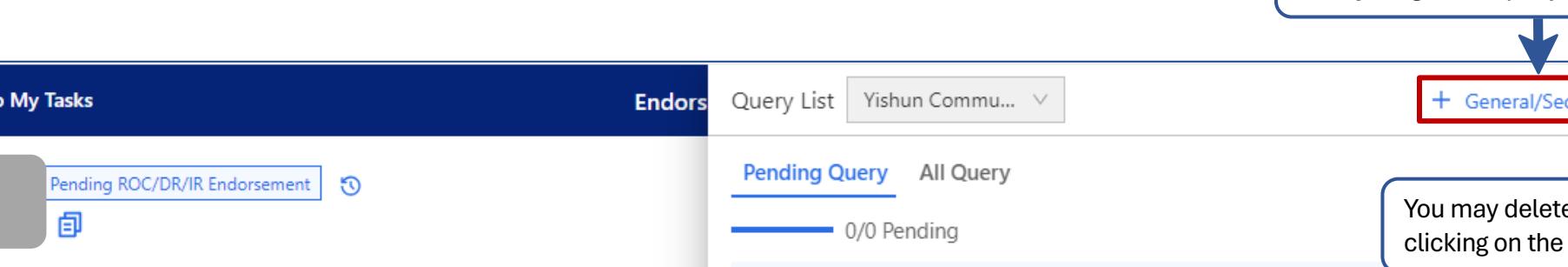
Step 1: Click on “+General/Section” Query for general query

You may delete the query by clicking on the bin icon.

Step 2: You will see the header of the query reflected as **General**

Step 3: Enter your query in the space provided

Step 4: You may upload an attachment by clicking on the **Upload** button.



7. Navigating ECOS – How to Query the Database Team (4/5)?

Reviewing Your Drafted Queries

The screenshot shows the 'Endorsement Detail' page in ECOS. At the top, there are navigation links: 'Home', 'Back to My Tasks', 'Pending ROC/DR/IR Endorsement' (with a timer icon), and user icons for notifications (99+) and profile. Below the navigation is a toolbar with 'Query List' (highlighted with a red box and an arrow), 'Reject', 'Send Query' (highlighted with a red box and an arrow), and 'Endorse'. The main content area is titled 'Endorsement Detail' and contains sections for 'Form Detail' (selected) and 'Endorsement'. A large blue callout box contains the following text: 'Step 5: Click on “Query List” to review your drafted queries before sending. A red dot indicates new information.' Another blue callout box contains the text: 'Step 6: Click on “Send Query” button to send the query.' The bottom of the page shows sections for 'Database Site & Custodian Details' and 'Section A: Standing Data'.

Endorsement Detail

Pending ROC/DR/IR Endorsement

Query List

Reject

Send Query

Endorse

Form Detail

Endorsement

Application Form

Database Site & Custodian Details

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

Query

Instruction

Database Site & Custodi...

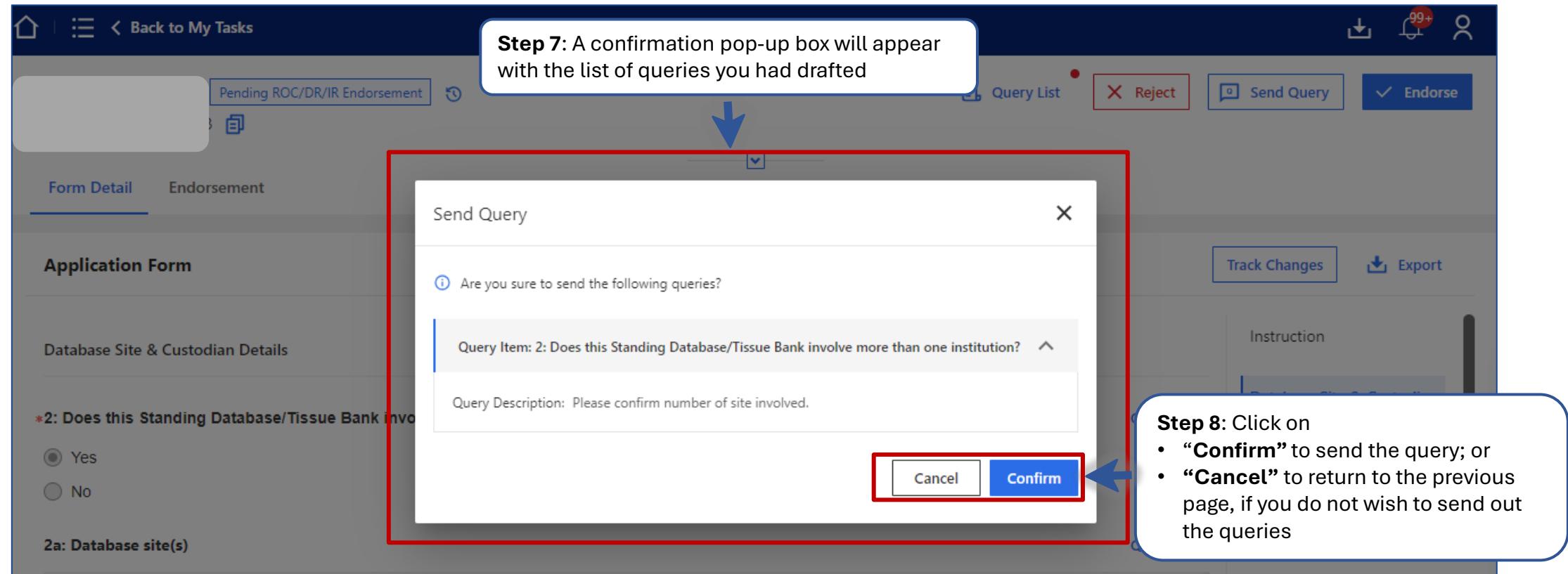
Section A: Standing Data

Step 5: Click on “Query List” to review your drafted queries before sending. A red dot indicates new information.

Step 6: Click on “Send Query” button to send the query.

7. Navigating ECOS – How to Query the Database Team (5/5)?

Reviewing Your Drafted Queries



Step 7: A confirmation pop-up box will appear with the list of queries you had drafted

Send Query

Are you sure to send the following queries?

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

Query Description: Please confirm number of site involved.

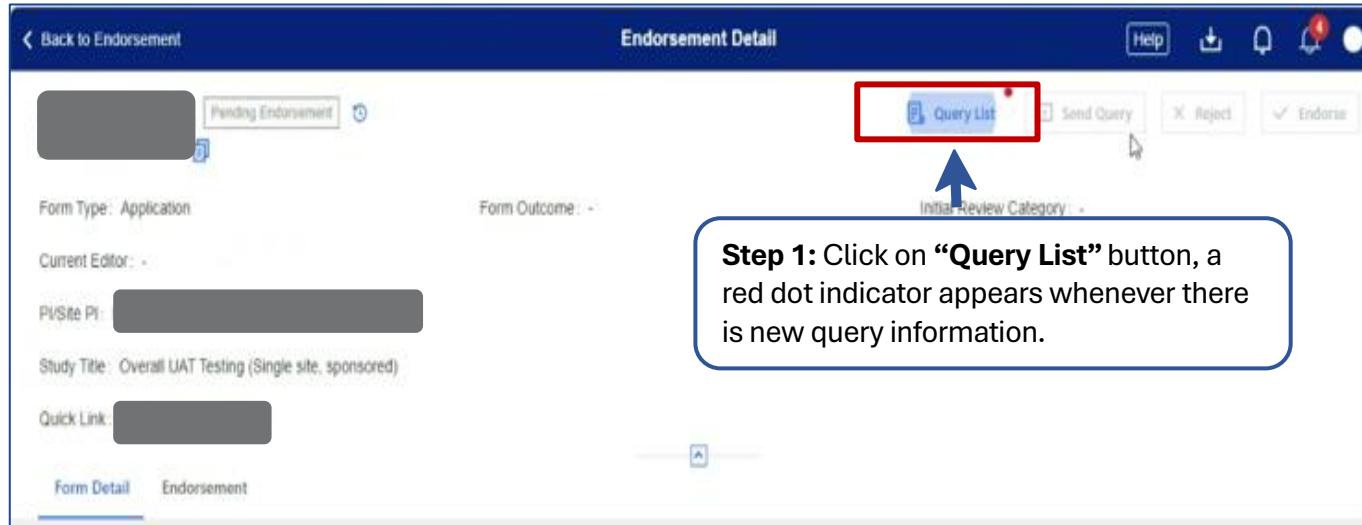
Cancel Confirm

Step 8: Click on **“Confirm”** to send the query; or **“Cancel”** to return to the previous page, if you do not wish to send out the queries

After you have sent your query, return to the Endorsement Detail Page and this icon  will be seen next to the SDB application, indicating that you have queried the Custodian.

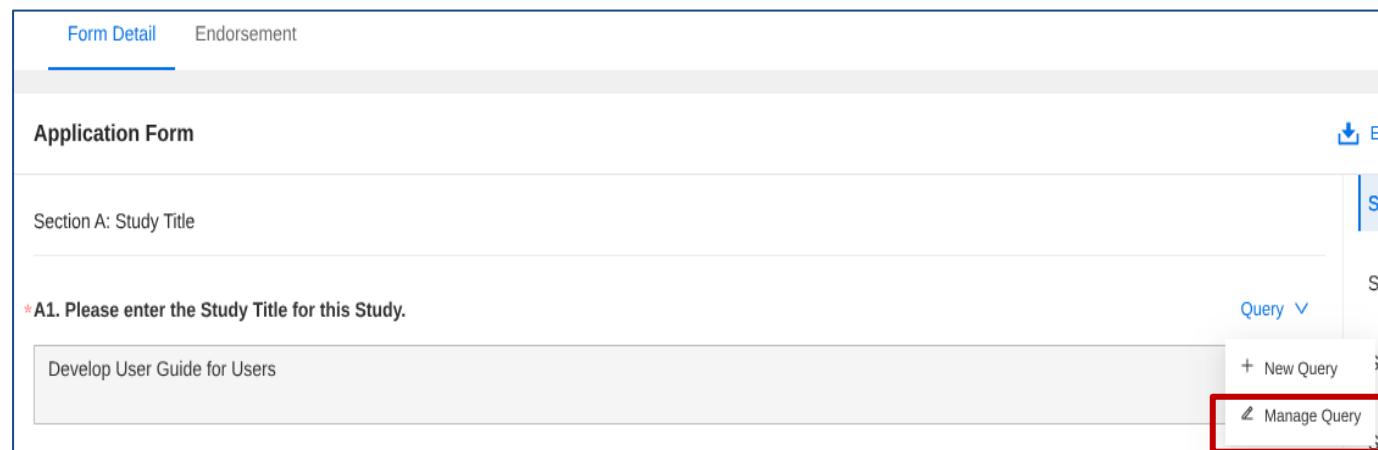
8. Navigating ECOS - Close a Query (Individual) (1/4)

To Close a Query (Individual)



The screenshot shows the 'Endorsement Detail' page. At the top, there is a 'Pending Endorsement' button. Below it, the 'Form Type' is listed as 'Application'. On the right side of the header, there is a 'Query List' button with a red dot indicator, which is highlighted with a red box and a blue arrow pointing to it. A callout box contains the text: 'Step 1: Click on "Query List" button, a red dot indicator appears whenever there is new query information.'

- After the Custodian/ Database Team Member have replied to a query, the task will be made available on your Dashboard, and you will see this icon  beside the application
- Locate the task and return to **Endorsement Detail** page.
- A query window will appear in the foreground



The screenshot shows an 'Application Form' section. It includes a 'Section A: Study Title' field with a note: '*A1. Please enter the Study Title for this Study.' Below this is a 'Develop User Guide for Users' section. On the right side of the page, there is a vertical toolbar with a 'Query' dropdown menu. Under the 'Query' menu, there is a 'Manage Query' button, which is highlighted with a red box and a blue arrow pointing to it. A callout box contains the text: 'Step 2: You can also locate the **Query** button under each individual section of the SDB application form and click on "**Manage Query**" to view existing queries.'

8. Navigating ECOS - Close a Query (Individual) (2/4)

To Close a Query (Individual)

Step 3: Queries pending action are reflected under the “Pending Query” tab.

The screenshot shows the ECOS Query List interface. At the top, there is a header with the title 'Query List', the user 'Tan Tock Seng...', a save date 'Saved at 23-Apr-2024 10:32:55', and a 'General/Section Query' button. Below the header, there are two tabs: 'Pending Query' (which is highlighted with a red box and a blue arrow) and 'All Query'. Under 'Pending Query', there is a sub-section '0/3 Pending Handling' (also highlighted with a red box and a blue arrow). Below this, there is a section for 'A1. Please enter the Study Title for this Study.' It includes a checkbox, a 'Further Query' button, and a 'Close Query' button (highlighted with a red box and a blue arrow). To the right of this section, there is a note 'Please revise the study title' with a timestamp 'Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40'. Below this, there is a section for 'Revised Study Title' with a timestamp 'Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55'. Further down, there are sections for 'B1. (b) Please select the board.', 'Revise to Domain B', 'Revised to Domain B', 'D1. (a) Please select the exemption application categories.', and 'Revise to Category S2'. Each section has a checkbox, a 'Further Query' button, and a 'Close Query' button (highlighted with a red box and a blue arrow). The 'Close Query' button is located in the top right corner of each section.

Step 5: You will see the PI/ Study Team's response under each query section, next to the icon.

Step 4: The overall status reflects the action taken/ number of queries pending your action (e.g., **0/3 Pending Handling**).

Step 6: If the responses are satisfactory, click on the “ Close Query” button.

8. Navigating ECOS - Close a Query (Individual) (3/4)

To Close a Query (Individual)

Query List Tan Tock Seng... Saved at 23-Apr-2024 10:43:14 + General/Section Query

Pending Query All Query

1/3 Pending Handling

0 Queries Selected Batch Close

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

Please revise the study title

Revised Study Title

Query Round1 Mr TTSH

Query Round1 Dr TTSH

Step 7: The status of the queries have also been updated (e.g., **1/3 Pending Handling**).

Step 8: The query status have been updated. You will see a green label **[Closed]** next to the query.

Click on the Endorsement Detail Page to close the query sliding window

Pending Query All Query

0/3 Pending Handling

0 Queries Selected Batch Close

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

Please revise the study title

Revised Study Title

Query Round1 Mr TTSH

Query Round1 Dr TTSH

Step 9: Click on “**Undo**” to reverse the action.

Pending Query All Query

1/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. **Closed** **Further Query** **Close Query**

Please revise the study title

Revised Study Title

Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

Step 10: You may amend the query action again.

8. Navigating ECOS - Close a Query (Individual) (4/4)

To Close a Query (Individual)

The image shows two screenshots of the ECOS Endorsement Detail page. The top screenshot shows the main page with a 'Close Query' button highlighted in red. A callout box to the right of the button provides instructions for Step 11. The bottom screenshot shows a 'Close Query' confirmation dialog box in the foreground, with the 'Confirm' button highlighted in red. A callout box to the right of the dialog provides instructions for Step 14. A callout box to the left of the dialog provides instructions for Step 13. The background of the bottom screenshot shows the rest of the Endorsement Detail page.

Step 11: The **Close Query** button will only be enabled after all queries have been closed. Click on **“Close Query”** to proceed.

Step 12: A confirmation pop-up box will appear.

Step 13: If you do not wish to proceed, click on **“Cancel”** to return to the previous page.

Step 14: Click on **“Confirm”** to proceed. The query has been closed successfully! You will return to Endorsement Detail Page.

9. Navigating ECOS - Close a Query (Batch) (1/3)

To Close a Query (Batch)

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

Pending Endorsement

Query List

Query List Tan Tock Seng... Saved at 23-Apr-2024 10:57:09 + General/Section Query

Pending Query All Query

0/3 Pending Handling

0 Queries Selected Batch Close

A1. Please enter the Study Title for this Study. + Further Query × Close Query

Please revise the study title
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

B1. (b) Please select the board. + Further Query × Close Query

Revise to Domain B
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revised to Domain B
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

D1. (a) Please select the exemption application categories.
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Revise to Category S2
Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40

Step 1: Click on **Query List** button. A red dot indicator appears whenever query action is needed.

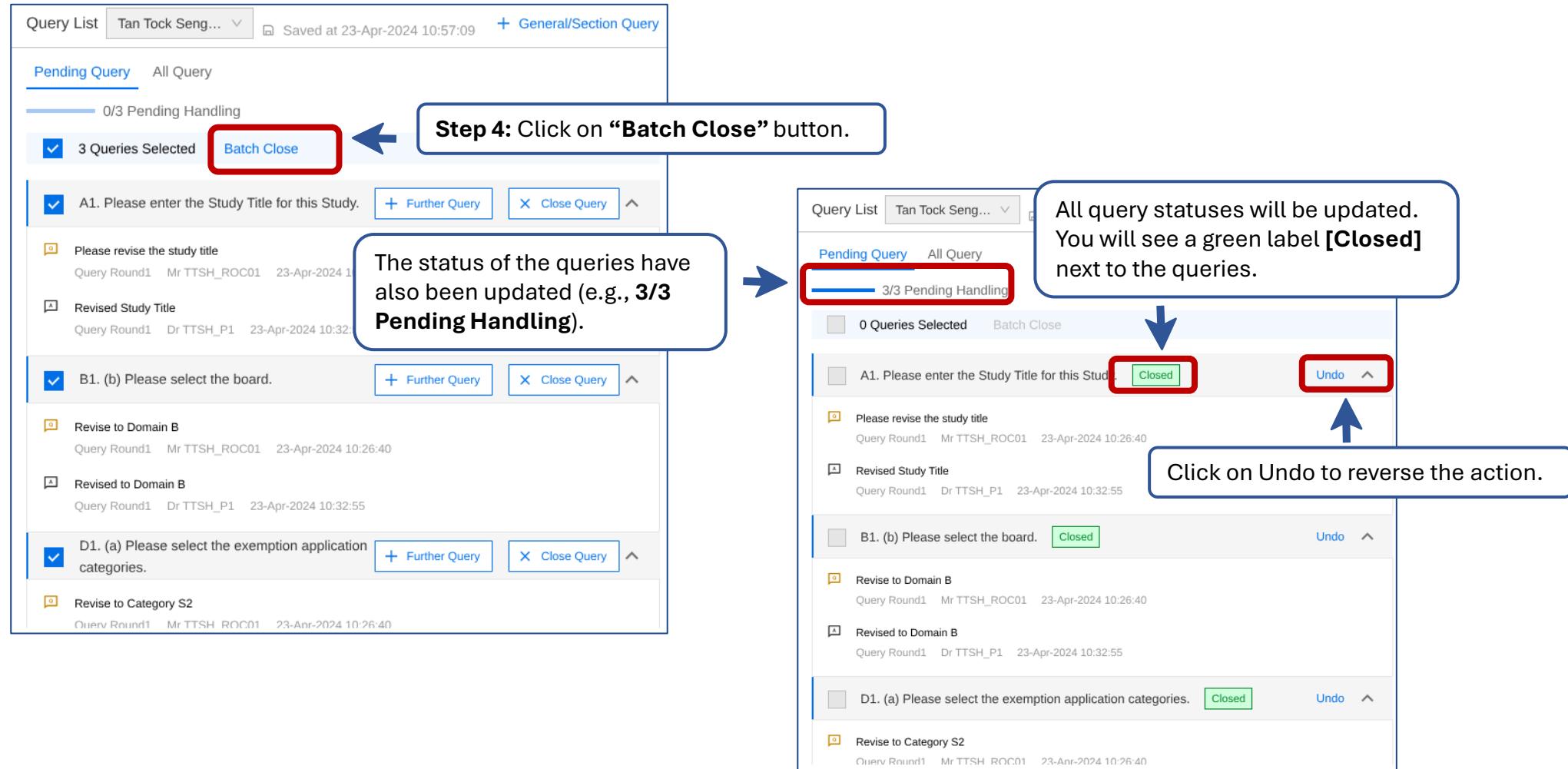
Step 2: Check the box next to overall query count to select ALL queries.

Step 3: If you wish to close only selected queries, check each box next to the header of the query.

Query window will appear in the foreground.

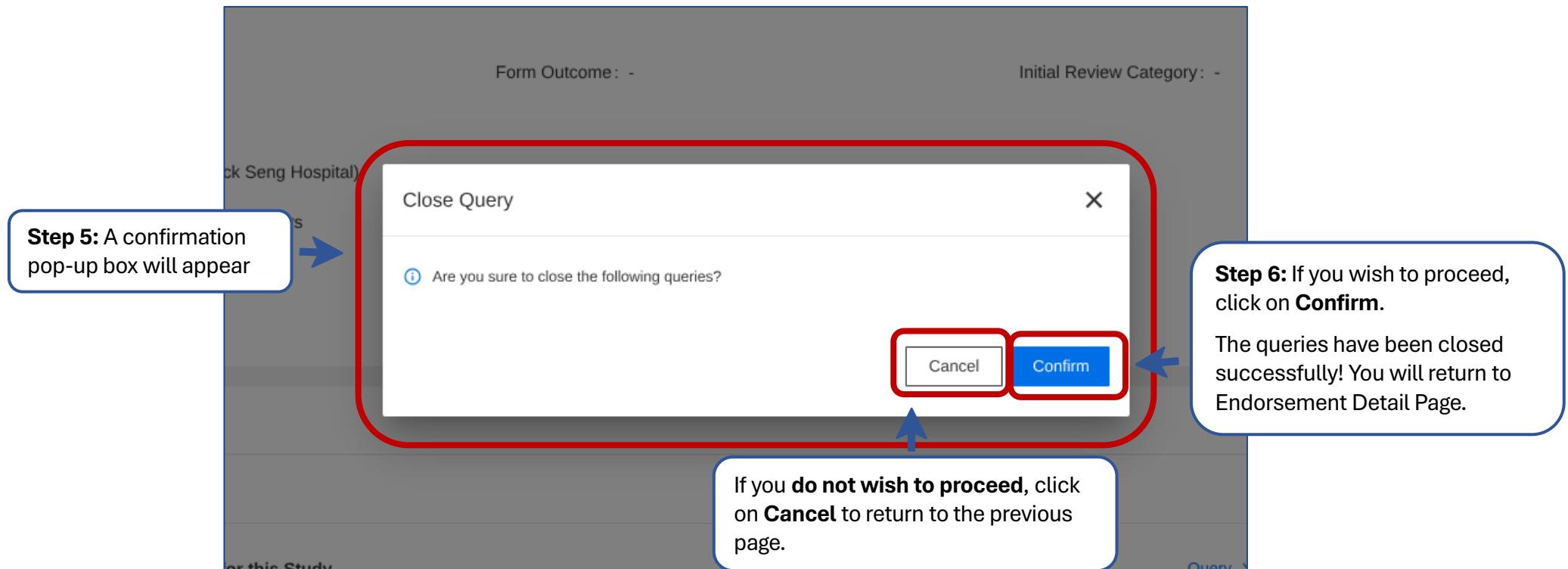
9. Navigating ECOS - Close a Query (Batch) (2/3)

To Close a Query (Batch)



9. Navigating ECOS - Close a Query (Batch) (3/3)

To Close a Query (Batch)

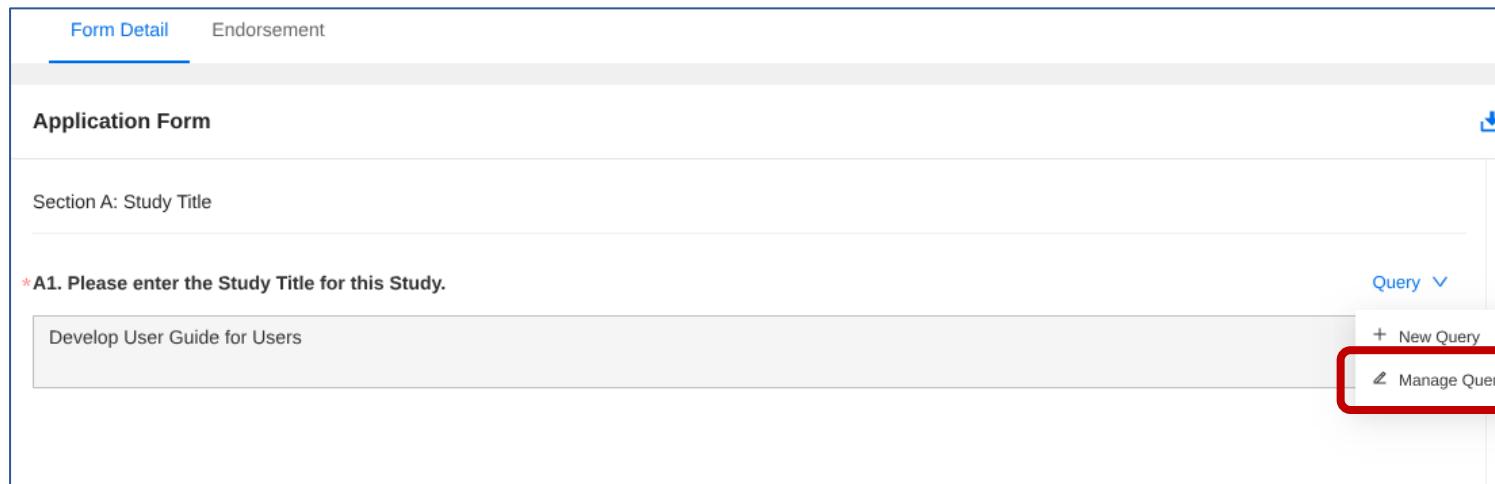


10. Navigating ECOS - Re-Query (1/3)

To Close Re-Query



- You can also re-query to seek further clarification after the query has been responded to.
- Locate the task and return to **Endorsement Detail** page.



You can also locate the **Query** button under each individual section of the IRB application form and click on **Manage Query** to view existing queries.

10. Navigating ECOS – Re-Query (2/3)

To Close a Re-Query

The screenshot shows the ECOS interface with the following elements:

- Pending Query** tab is selected.
- Header: All Query, 2/3 Pending Handling.
- Buttons: 0 Queries Selected, Batch Close.
- Query List:
 - A1. Please enter the Study Title for this Study. **+ Further Query** (button highlighted with a red box and a blue arrow pointing to it).
 - Please revise the study title** (warning message).
 - Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40
 - Revised Study Title** (warning message).
 - Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55
- Further Query** dialog box:
 - Query Description: **Please enter** (input field highlighted with a red box).
 - Attachment: **Upload** button.
 - Query List:
 - Please revise the study title** (warning message).
 - Query Round1 Mr TTSH_ROC01 23-Apr-2024 10:26:40
 - Revised Study Title** (warning message).
 - Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

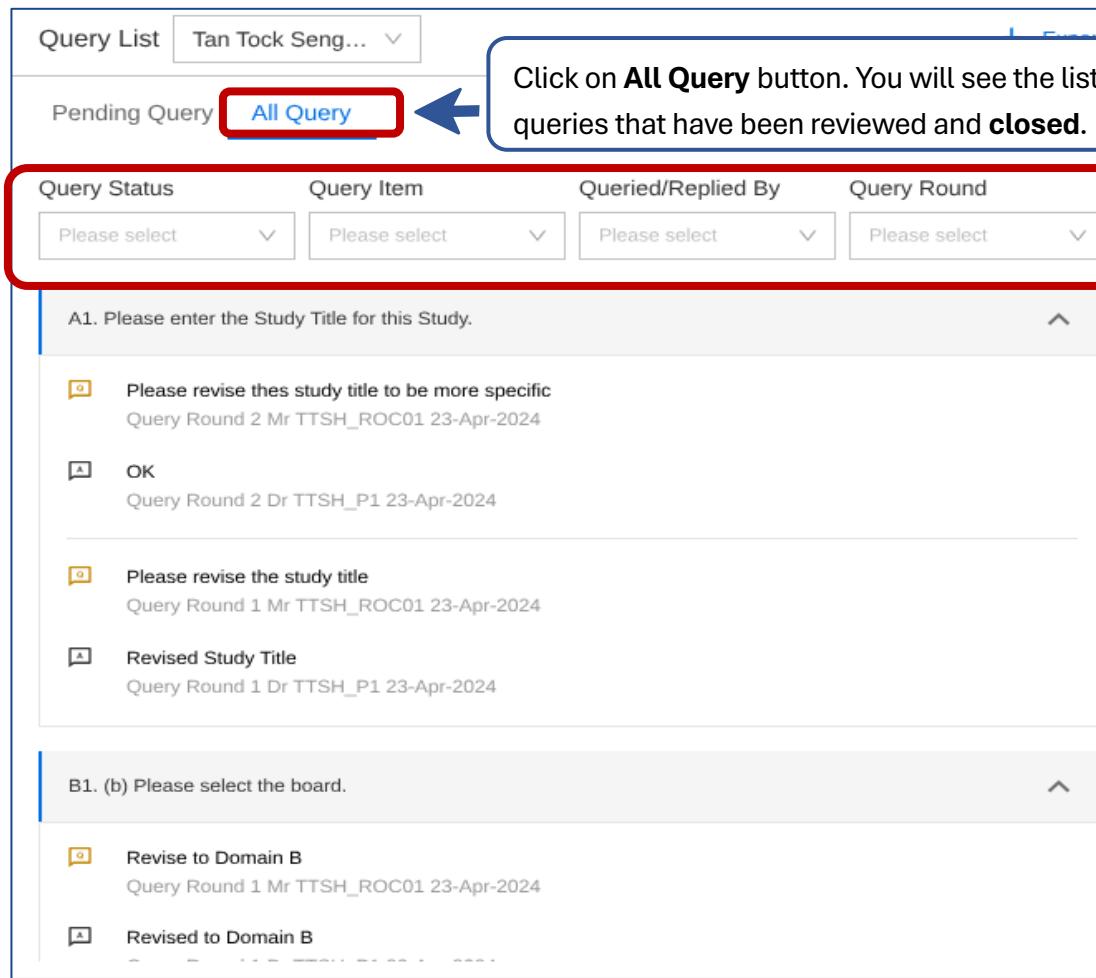
Query window will appear in the foreground.

You will be able to enter a new query. Follow Section 3(a) to send out the query.

You will see the past queries here

10. Navigating ECOS - Re-Query (3/3)

To Close a Re-Query

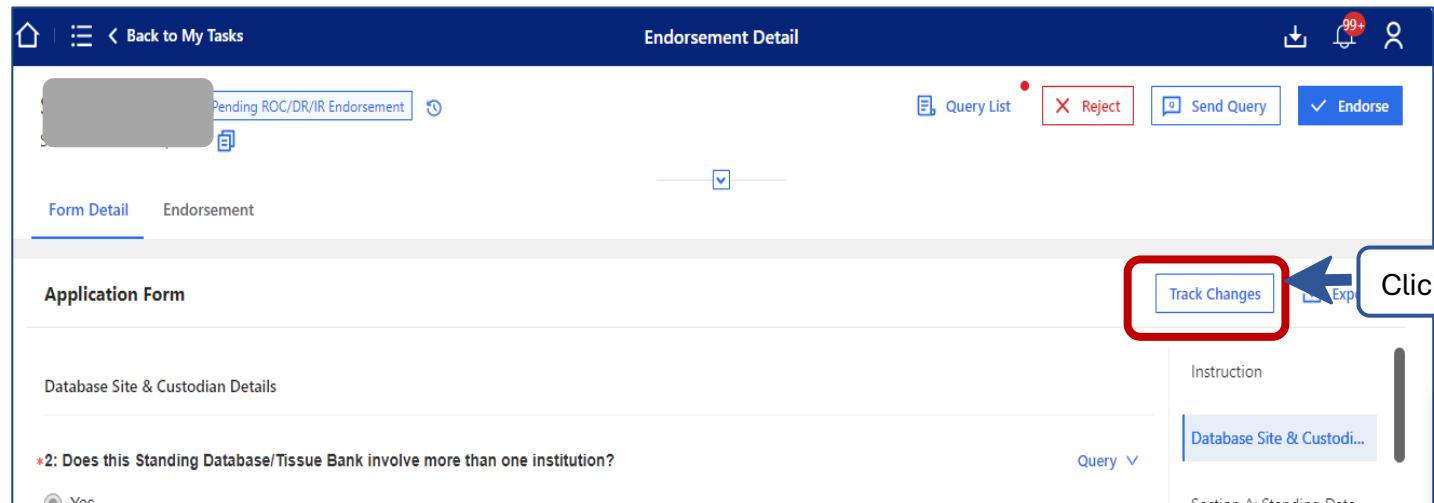


The screenshot shows the 'Query List' interface. At the top, there is a dropdown for 'Query List' set to 'Tan Tock Seng...' and a dropdown for 'Queried/Replied By'. Below these are two buttons: 'Pending Query' and 'All Query', with 'All Query' highlighted with a red box and a blue arrow pointing to it. A callout box states: 'Click on **All Query** button. You will see the list of queries that have been reviewed and **closed**'. Below this are four dropdowns for 'Query Status', 'Query Item', 'Queried/Replied By', and 'Query Round', all of which are currently set to 'Please select' and are also highlighted with a red box. A blue arrow points to this red box with the text: 'You can filter the queries based on these selection fields.' The main content area displays two sections of closed queries. The first section, 'A1. Please enter the Study Title for this Study.', contains four items: 'Please revise this study title to be more specific' (Query Round 2 Mr TTSH_ROC01 23-Apr-2024), 'OK' (Query Round 2 Dr TTSH_P1 23-Apr-2024), 'Please revise the study title' (Query Round 1 Mr TTSH_ROC01 23-Apr-2024), and 'Revised Study Title' (Query Round 1 Dr TTSH_P1 23-Apr-2024). The second section, 'B1. (b) Please select the board.', contains two items: 'Revise to Domain B' (Query Round 1 Mr TTSH_ROC01 23-Apr-2024) and 'Revised to Domain B'.

Go to the **Endorsement Detail** Page and click on **Query List**. The query window will appear on the foreground.

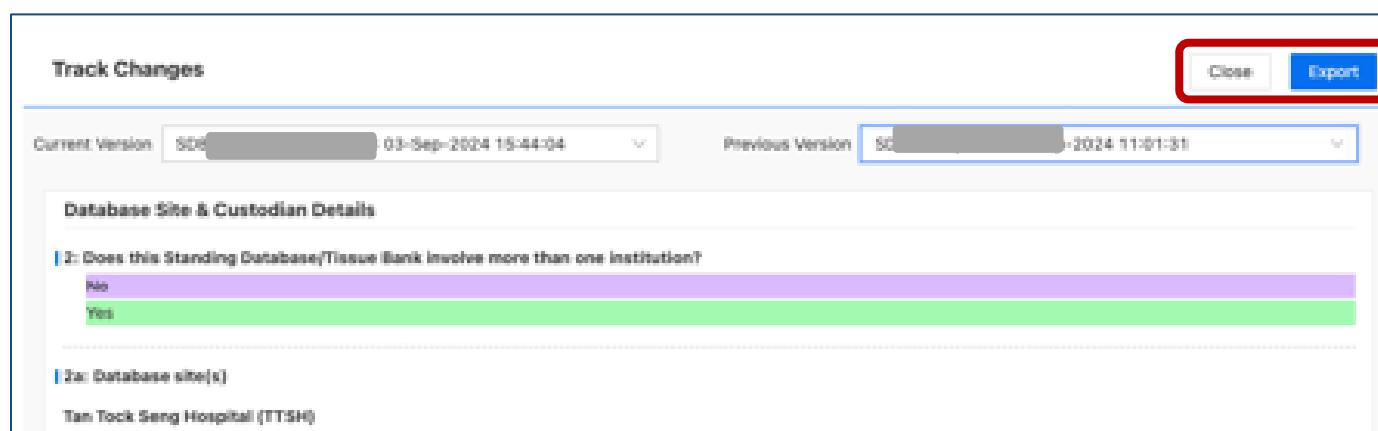
11. Navigating ECOS - Track Changes

View Track Changes



The screenshot shows the 'Endorsement Detail' page. At the top, there are buttons for 'Query List', 'Reject', 'Send Query', and 'Endorse'. Below these, there are tabs for 'Form Detail' and 'Endorsement', with 'Form Detail' being the active tab. The main content area is titled 'Application Form' and contains sections for 'Database Site & Custodian Details' and a question about involving more than one institution. At the bottom right of the main area, there is a 'Track Changes' button, which is highlighted with a red box and has a blue callout bubble pointing to it with the text 'Click on Track Changes'.

You can also view the changes (if any) made on the form since your last review.



The screenshot shows a 'Track Changes' pop-up box. It displays two versions of the form: 'Current Version' (SDS, 03-Sep-2024 15:44:04) and 'Previous Version' (SDS, 03-Sep-2024 11:01:31). The 'Previous Version' section is highlighted with a purple background. Below the versions, there are sections for 'Database Site & Custodian Details' and a question about involving more than one institution. The 'Export' button at the top right of the pop-up is highlighted with a red box and has a blue callout bubble pointing to it with the text 'Click on Export'.

A pop-up box detailing the changes will appear.

- **Purple** reflects the previous information.
- **Green** reflects the latest change.
- Click on **Export** to export the list of changes into a separate file.
- Click on **Close** to return to Endorsement Detail page.

12. Features of the SDB Application Form – Form History

View Form History

Home | Back to Submission

Pending ROC/DR/IR Endorsement

Form Type: Application

SDB Custodian/SDE

Current Editor: -

SDB Title: SDB_TRAINING_DEMO_04_Sep_01

Quick Link: [SDB Summary](#)

Form Detail [Endorsement](#)

Endorsement Status

Institution	Department
Tan Tock Seng Hospital (TTSH)	Main Site
	Gastroenterology & Hepatology

Click the icon to view the form history.

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

Download 25 [Logout](#)

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

Reload For Dev

Action
shania1+ Edit View

13. Features of the SDB Application Form – SDB Summary

View SDB Summary

The screenshot shows the 'SDB Summary' page with the following features highlighted:

- Expiry date of the SDB:** The 'Valid Till Date' is 01-Jan-2025, indicated by a red box and a callout.
- Display the list of attachments uploaded in all forms:** The 'All Forms Attachments' tab is selected, indicated by a red box and a callout.
- Change tab to view specific form type created:** The tabs at the top of the list table are highlighted with a red box and a callout, showing 'ALL(9)', 'Application(1)', 'Amendment(1)', 'SRF(1)', and 'NCR(6)'.
- View and download decision letter:** An arrow points to the 'NHG SDB Termination Letter' link in the table, indicated by a callout.
- Quick Link:** A red box highlights the 'SDB Summary' link in the bottom left.
- Click here to view the summary page:** A blue button in the bottom left corner.

Other visible information on the page includes:

- Form Type:** Application
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Thank You

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