

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:

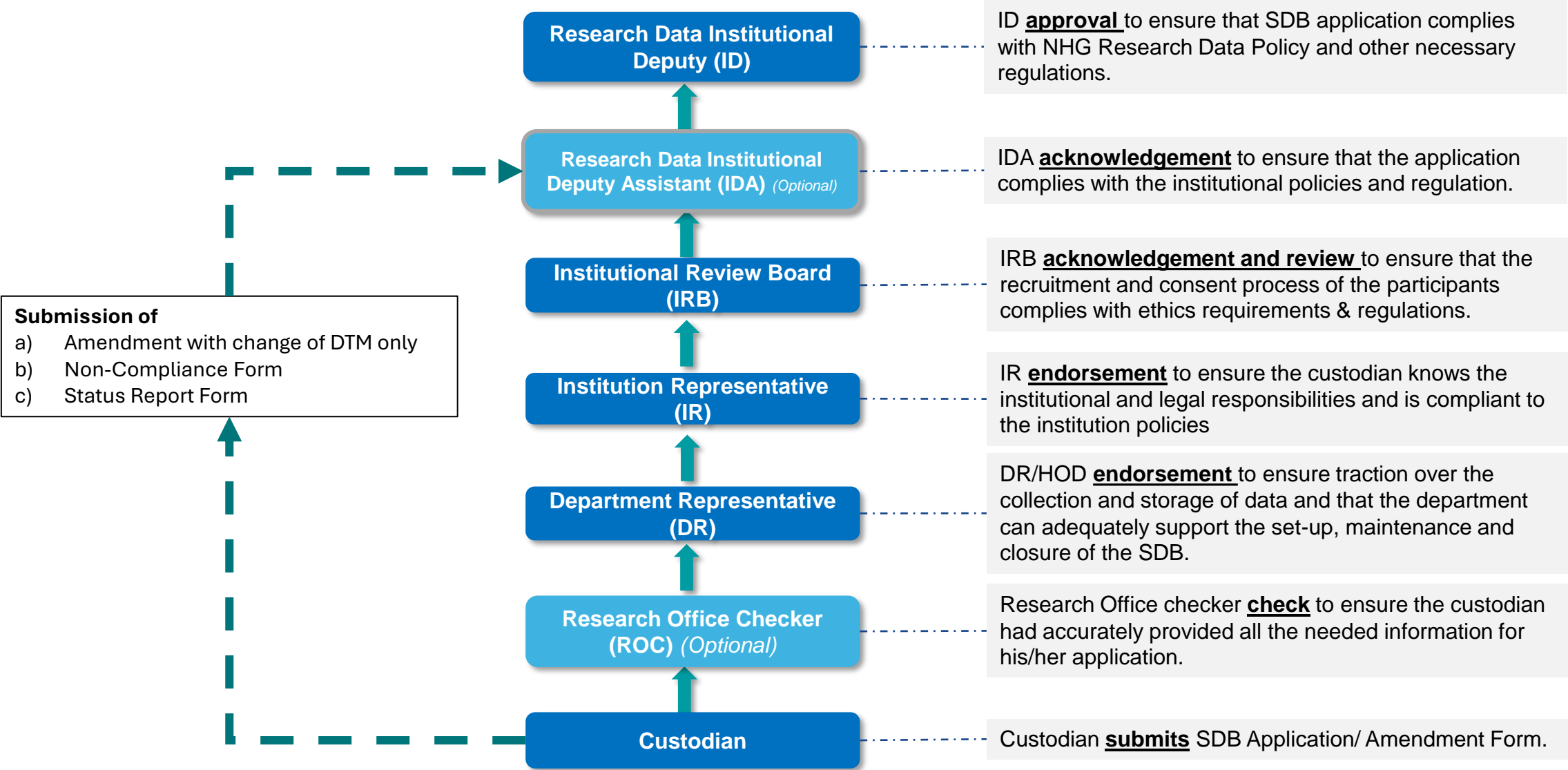
- May apply to set up SDB, including multi-site SDB & cross-cluster SDB (between NHG and NUHS only)
- Can respond to queries from reviewers & endorsers via ECOS
- Will need to report any SDB non-compliance via ECOS
- Can apply for renewal of SDB on ECOS

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1. Roles and Functions
 2. SDB Approval Process
 3. Navigating ECOS - Where to find the SDB-Related Tasks?
 4. Navigating ECOS - Where to find the list of applications pending your Endorsement?
 5. Navigating ECOS - How to Verify the Completeness & Compliance of an Application?
 6. Navigating ECOS - How to Endorse or Reject an Application?
 7. Navigating ECOS - How to Query the Database Team?
 8. Navigating ECOS - Close a Query (Individual)
 9. Navigating ECOS - Close a Query (Batch)
 10. Navigating ECOS - Re-Query
 11. Navigating ECOS - Track Changes
 12. Features of the SDB Application Form – Form History
 13. Features of the SDB Application Form – Summary
-

1. Roles and Functions

Research Office Check (ROC) <i>(Optional)</i>	<ul style="list-style-type: none">• Individual who is assigned to check and ensure the applications completeness and compliance to the states and institutional policies and guideline.
Department Representative (DR)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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”

ECOS

Homepage

Dashboard

My Tasks

My Notices

IRB

CRMS

FCOI

SDB

Report

Dashboard

IRB

0

Study0

Endorsement0

FCOI

0

My FCOI List0

SDB

2

SDB Endorsers2

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

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”

ECOS

Homepage

Dashboard

My Tasks

My Notices

IRB

CRMS

FCOI

SDB

Report

My Tasks

0

0

SDB
2

SDB Endorsers (2)

SDB Form Ref

SDB Title

SDB Custodian/SDB Site Custodian

Endorsing IRB

Form Status

Action

testing cross cluster application

NHG DSRB-Domain E

Pending ROC/DR/IR Endorsement

KTPH 04_1109

NHG DSRB Review Board

Endorsement

Columns

Export

Filter(1)

Rows per page: 100

1-2 of 2

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

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

On your “Endorsement” tab

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

ECOS

Endorsement

ColumnsExportFilter(1)

SDB Ref	SDB Form Ref	SDB Title	SDB Custodian/SDB Site Custodian	Form Type	Endorsing	Action
		testing cross cluster application		Application	NHG DSR	
		KTPH 04_1109		Application	NHG DSR Review Bc	

Homepage

IRB

CRMS

FCOI

SDB

Submission




Endorsement

Institution SDB List

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

Step 3: Click here to view details of the form

Legend

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

[Back to My Tasks](#)

Endorsement Detail

Pending ROC/DR/IR Endorsement

Query List

Send Query

Confirm

Form Type: Application

Form Outcome: -

SDB Custodian/SDB Site Custodian:

SDB Title: NCID 12Sep24

Quick Link: [SDB Summary](#)

Form Detail

Endorsement

Application Form

Track Changes

Export

Instruction

Database Site & Custodi...

Click on “**✓ Confirm**” to confirm that you have **verified the completeness and compliance** of the SDB.

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 displays the 'Endorsement Detail' page in the ECOS system. The top navigation bar includes a home icon, a menu icon, a 'Back to Endorsement' link, and the title 'Endorsement Detail'. On the right, there are icons for download, notifications (99+), and user profile.

The main content area shows application details: 'Form Type: Application', 'SDB Custodian/SDB Site Custodian: [redacted]', 'SDB Title: KTPH 04_1109', and a 'Quick Link: SDB Summary'. A 'Form Outcome' field is also present. A 'Pending ROC/DR/IR Endorsement' status is shown at the top left.

At the top right, there are three buttons: 'Query List' (with a document icon), 'Reject' (with a red 'X' icon), and 'Endorse' (with a green checkmark icon). The 'Reject' and 'Endorse' buttons are highlighted with red boxes. A blue arrow points from a text box to the 'Reject' button, and another blue arrow points from a text box to the 'Endorse' button.

Below the details, there are two tabs: 'Form Detail' and 'Endorsement'. The 'Form Detail' tab is active, showing the 'Application Form' section. This section includes a 'Database Site & Custodian Details' field and a 'Query' dropdown menu. A 'Track Changes' button and an 'Export' button (with a download icon) are located at the top right of the form section.

At the bottom, there is a question: '*2: Does this Standing Database/Tissue Bank involve more than one institution?'. A 'Query' dropdown menu is also visible at the bottom right.

Annotations on the page include:

- A text box pointing to the 'Reject' button: "Click on 'X Reject' if you **do not support** the application".
- A text box pointing to the 'Endorse' button: "Click on '✓ Endorse' to endorse the application after reviewing it".

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 the 'Application Form' page. The section 'Database Site & Custodian Details' contains a question: '*2: Does this Standing Database/Tissue Bank involve more than one institution?' with radio button options for 'Yes' and 'No'. Below this is a label '2a: Database site(s)'. To the right of the form, two callout boxes provide instructions. 'Step 1' points to a 'Query' button with a dropdown arrow next to the question. 'Step 2' points to a '+ New Query' button below the 'Query' button. Arrows indicate the flow from Step 1 to Step 2.

Application Form

Database Site & Custodian Details

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

☒ Yes

☐ No

2a: Database site(s)

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

Home

Menu

Back to My Tasks

Endors

Pending ROC/DR/IR Endorsement

📄

Form Detail

Endorsement

Application Form

Database Site & Custodian Details

*2: Does this Standing Database/Tissue

Yes

Query List

Yishun Commu...

+ General/Section Query

Pending Query

All Query

0/0 Pending

0 Queries Selected

Batch Close

General

* Query Description

Please enter

Attachment

Upload

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

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.

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

Restricted, Sensitive - Normal

13

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

Reviewing Your Drafted Queries

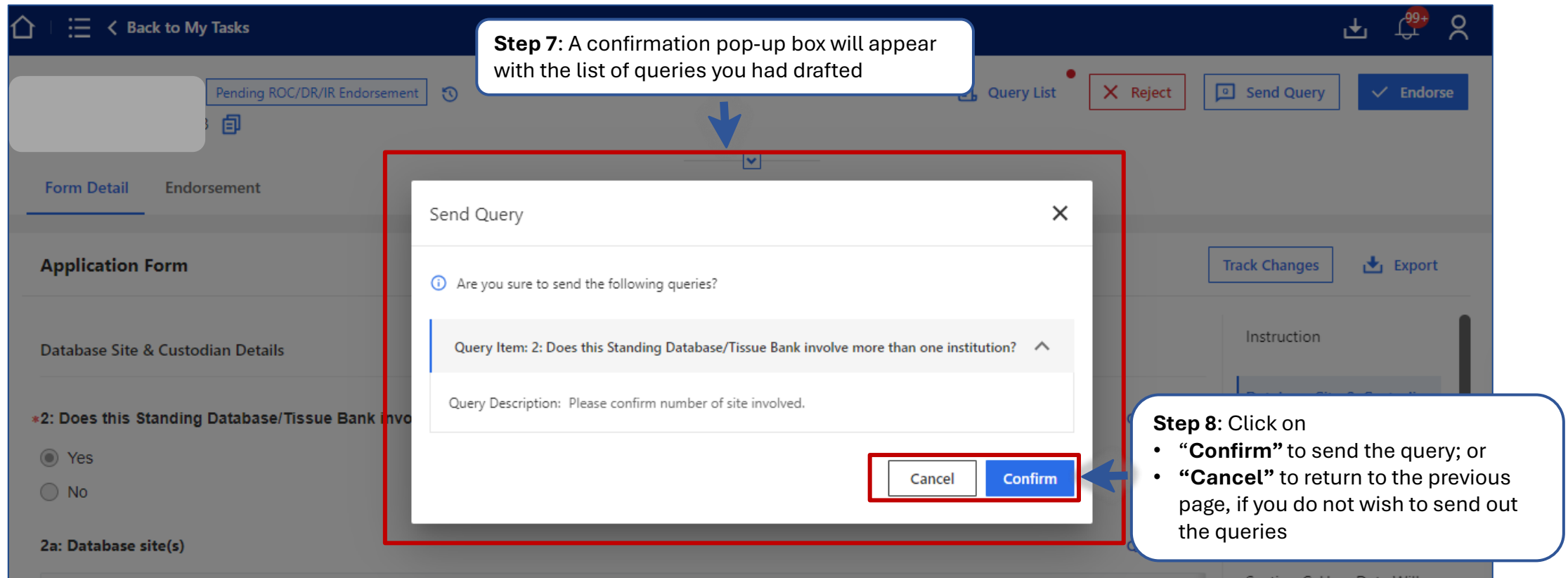
The screenshot shows the 'Endorsement Detail' page in the ECOS system. At the top, there is a navigation bar with a home icon, a menu icon, and a 'Back to My Tasks' link. The title 'Endorsement Detail' is centered in the bar. On the right, there are icons for download, notifications (99+), and a user profile. Below the navigation bar, there is a status bar with a grey box, a 'Pending ROC/DR/IR Endorsement' label, and a clock icon. To the right of this are four buttons: 'Query List' (highlighted with a red box and an arrow from a callout), 'Reject' (with a red X icon), 'Send Query' (highlighted with a red box and an arrow from a callout), and 'Endorse' (with a blue checkmark icon). Below the status bar, there are two tabs: 'Form Detail' and 'Endorsement'. The 'Form Detail' tab is active. Under this tab, there is a section titled 'Application Form'. Below this, there is a section titled 'Database Site & Custodian Details'. In this section, there is a question: '*2: Does this Standing Database/Tissue Bank involve more than one institution?'. Below the question, there is a radio button labeled 'Yes'. To the right of the question, there is a 'Query' dropdown menu. On the right side of the page, there is a sidebar with a vertical scroll bar. The sidebar has a section titled 'Instruction' with a sub-section 'Database Site & Custodi...'. Below this, there is a section titled 'Section 4: Standing Data'. At the bottom of the page, there are two buttons: 'Track Changes' and 'Export'.

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

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)

Back to Endorsement | Endorsement Detail | Help | Download | Notifications

Pending Endorsement

Form Type: Application | Form Outcome: -

Current Editor: -

PI/Site PI: [Redacted]

Study Title: Overall UAT Testing (Single site, sponsored)


Quick Link: [Redacted]

Form Detail | Endorsement

Query List | Send Query | Reject | Endorse

Initial Review Category: -

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 application
- Locate the task and return to **Endorsement Detail** page.
- A query window will appear in the foreground

Form Detail | Endorsement

Application Form

Section A: Study Title

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

Develop User Guide for Users

Query

+ New Query

Manage Query

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.

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

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

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

Query List

Tan Tock Seng...

Saved at 23-Apr-2024 10:32:55

+ 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

X 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

X 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.

+ Further Query

X Close Query

Revise to Category S2

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

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
Query Round1 Mr TTSH

Revised Study Title
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. + Further Query X Close Query

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

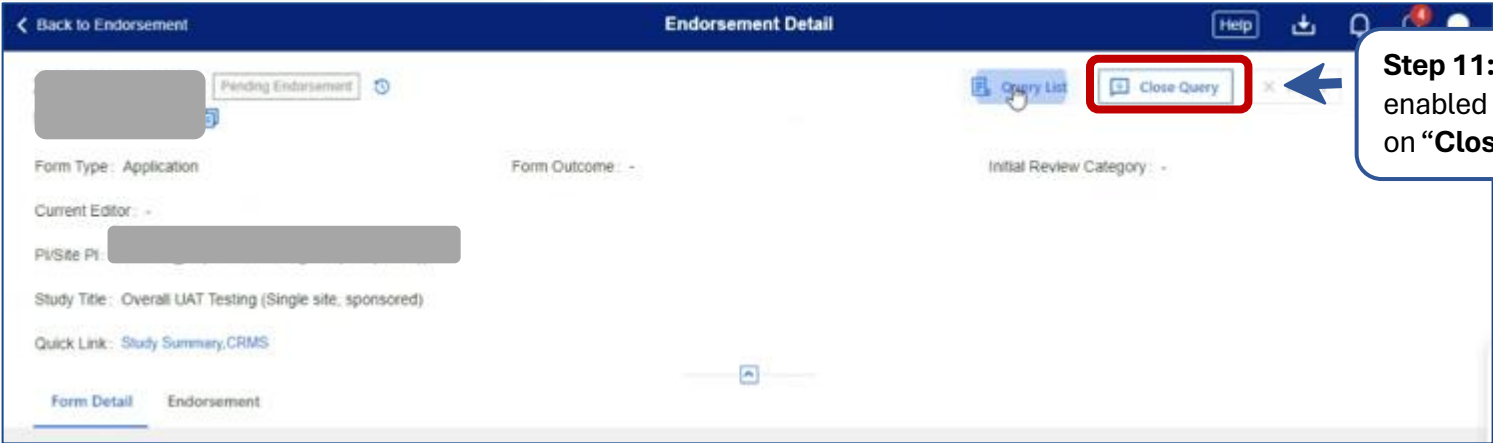
Revised Study Title
Query Round1 Dr TTSH_P1 23-Apr-2024 10:32:55

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

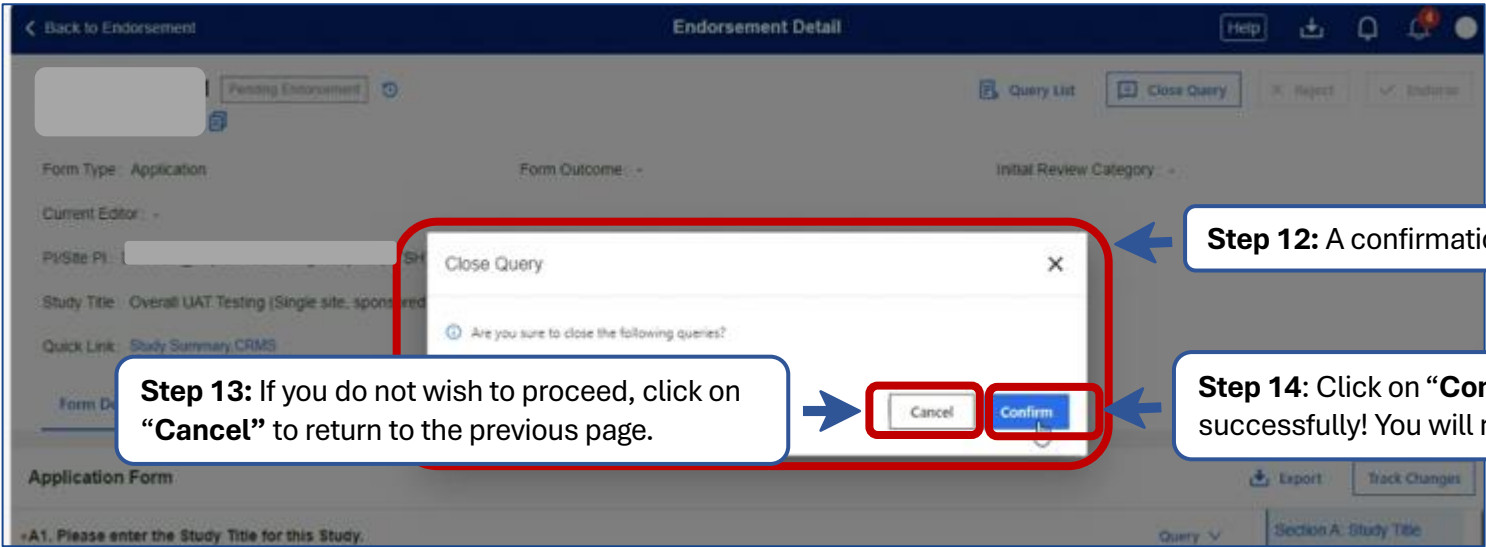
Step 10: You may amend the query action again.

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

To Close a Query (Individual)



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)

The screenshot displays the ECOS interface. At the top, there's a header bar with a 'Query List' button highlighted by a red box and an arrow. Below this, the main content area is divided into two sections. The left section contains form details: 'Form Type: Application', 'Form Outcome: -', 'Initial Review Category: -', 'Current Editor: -', 'PI/Site PI: [redacted]', 'Study Title: Develop User Guide for Users', and a 'Quick Link: Study Summary'. The right section is titled 'Query List' and shows a dropdown menu with 'Tan Tock Seng...' selected. Below this, there's a 'Saved at 23-Apr-2024 10:57:09' timestamp and a '+ General/Section Query' link. The main area of the 'Query List' window shows a list of queries. The first query is 'A1. Please enter the Study Title for this Study.' with a checkbox next to it. The second query is 'B1. (b) Please select the board.' with a checkbox next to it. The third query is 'D1. (a) Please select the exemption application categories.' with a checkbox next to it. Each query has a '+ Further Query' button and a 'X Close Query' button. The 'Batch Close' button is also visible at the top of the query list.

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)

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

Pending Query All Query

0/3 Pending Handling

3 Queries Selected **Batch Close**

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

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

Step 4: Click on "Batch Close" button.

The status of the queries have also been updated (e.g., 3/3 Pending Handling).

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

Pending Query All Query

3/3 Pending Handling

0 Queries Selected Batch Close

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

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. **Closed** Undo ^

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. **Closed** Undo ^

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

All query statuses will be updated. You will see a green label **[Closed]** next to the queries.

Click on Undo to reverse the action.

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

To Close a Query (Batch)

Step 5: A confirmation pop-up box will appear

The screenshot shows a web application interface with a grey background. At the top, there are two labels: 'Form Outcome : -' and 'Initial Review Category : -'. Below these, a white pop-up box titled 'Close Query' is centered. The pop-up box has a close button (X) in the top right corner. Inside the pop-up, there is a blue information icon followed by the text 'Are you sure to close the following queries?'. At the bottom right of the pop-up, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted in blue. A red rounded rectangle outlines the entire pop-up box. Blue arrows point from the 'Step 5' text box to the pop-up and from the 'Step 6' text box to the 'Confirm' button. A white text box with a blue border is positioned below the pop-up, containing instructions for the 'Cancel' button.

Close Query

Are you sure to close the following queries?

Cancel Confirm

If you **do not wish to proceed**, click on **Cancel** to return to the previous page.

Step 6: If you wish to proceed, click on **Confirm**.

The queries have been closed successfully! You will return to Endorsement Detail Page.

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

To Close Re-Query



Endorsement Detail

Back to Endorsement

Help

Query List

Step 1: Click on Query List

Form Type: Application

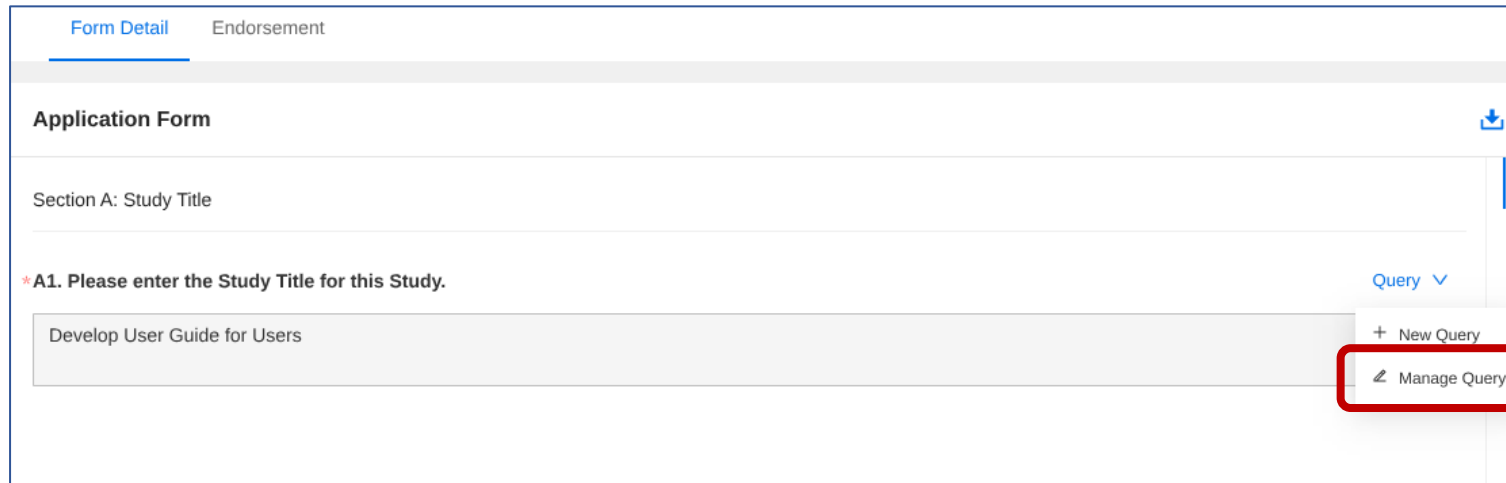
Form Outcome: -

Initial Review Category: -

Current Editor: -

PI/Site PI: -

- 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.



Form Detail

Endorsement

Application Form

Section A: Study Title

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

Develop User Guide for Users

Query

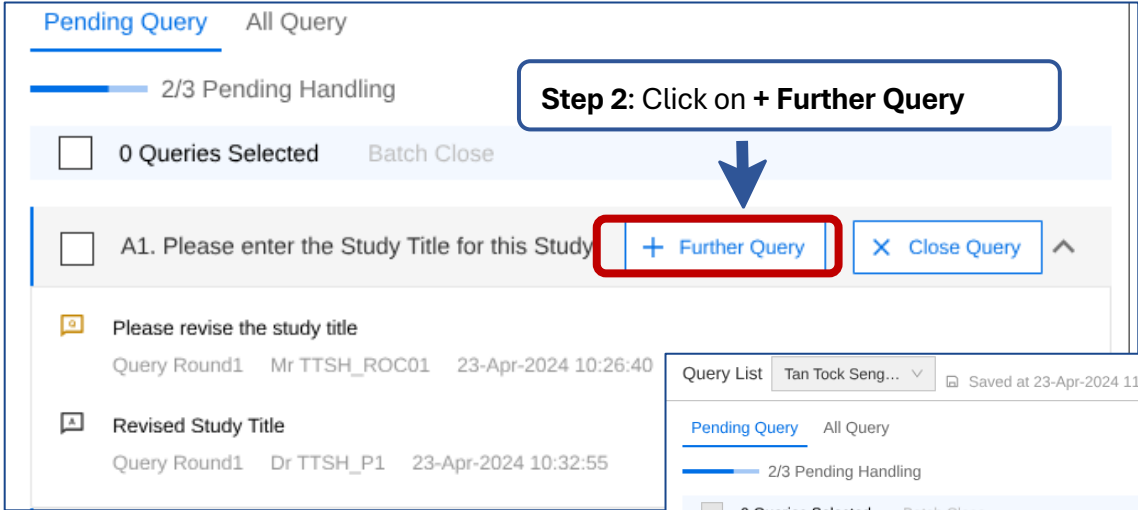
+ New Query

Manage Query

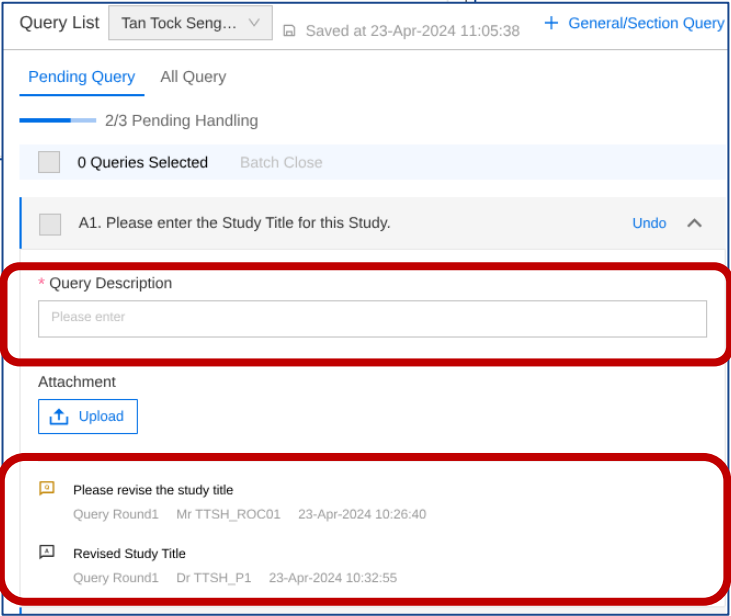
You can also locate the **Query** button under each individual section of the IRB application form and click on **Manage Query** to view existing queries.

10. Navigating ECOS – Re-Query (2/3)

To Close a Re-Query



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

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

Query List

Tan Tock Seng...

Pending Query

All Query

Query Status

Please select

Query Item

Please select

Queried/Replied By

Please select

Query Round

Please select

A1. Please enter the Study Title for this Study.

Please revise thes 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

Revised Study Title

Query Round 1 Dr TTSH_P1 23-Apr-2024

B1. (b) Please select the board.

Revise to Domain B

Query Round 1 Mr TTSH_ROC01 23-Apr-2024

Revised to Domain B

Click on **All Query** button. You will see the list of queries that have been reviewed and **closed**.

You can filter the queries based on these selection fields.

11. Navigating ECOS - Track Changes

View Track Changes

Endorsement Detail

Back to My Tasks

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?

Yes

Track Changes

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

Click on **Track Changes**

Track Changes

Close Export

Current Version: SC [redacted] 03-Sep-2024 15:44:04

Previous Version: SC [redacted] 2024 11:01:31

Database Site & Custodian Details

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

No

Yes

2a: Database site(s)

Tan Tock Seng Hospital (TTSH)

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.

View Form History

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

View SDB Summary

[View and download decision letter](#)



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