



# NHG ROAM

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**Research Online Administration & Management**

**NHG Standing Database / Tissue Bank Registration  
Chairman Medical Board Endorsement Guidebook  
Version 1**

**NHG Research  
Translating Research into Highest Quality Patient Care  
[www.research.nhg.com.sg](http://www.research.nhg.com.sg)**

## **1. Overview of the Standing Database / Tissue Bank Endorsement Process**

The online application will automatically be routed to the respective endorsing authority/authorities for the necessary endorsement(s), as follows:

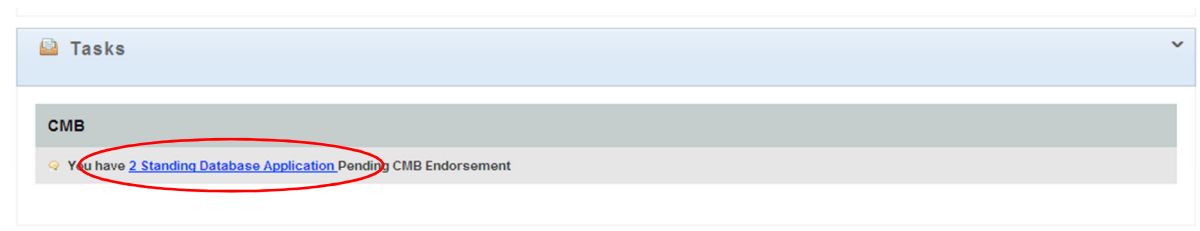
<b>Department(s) Involved</b>	<b>Institution(s) Involved</b>	<b>Endorsing Authority</b>
One department	One institution	Custodian's HOD
More than one department	One institution	Custodian's CMB
More than one department	More than one institution	CMBs of all institutions involved

## **2. Role of the Chairman Medical Board (CMB)**

As the respective institutions own standing databases / tissue banks set up by their staff members, the CMB(s) will be the owners of standing databases / tissue banks that straddle multiple departments or institutions. The standing database / tissue bank application must be supported and endorsed online by the CMB(s) before it is forwarded to DSRB for review and acknowledgement.

## **3. Where to see your Endorsement Tasks**

After logging into the NHG ROAM portal, CMBs will see their endorsement tasks on their homepage. Upon completing the task, the list will be automatically updated and the task removed.



By clicking on the blue hyperlinked text, CMBs will be shown a table of tasks pending their endorsement.

Page 1 of 1 Displaying 1 - 2 of 2

First Previous **1** Next Last

Results Per Page: 10

No.	Ref No.	Status	Title	Assigned Date
<input type="checkbox"/>	<a href="#">NUH/2012-00127</a>	Pending CMB Endorsement	Standing Database Application multiple dept	03-Sep-2012 12:02 PM
<input type="checkbox"/>	<a href="#">NUH/2012-00091</a>	Pending CMB Endorsement	Standing Database Application 270612 UAT	27-Jun-2012 10:21 AM

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Mark as read Mark as unread

By clicking on the reference number of the standing database / tissue bank application, the CMB will be able to access the submission details from the Custodian (click on View Submission), as well as see the endorsement options available to them.

### Endorsement Options

1. **Endorse Application** – This option indicates the support of the CMB for the Standing Database / Tissue Bank application. To endorse, the CMB must check the declaration that he/she acknowledges full ownership of the standing database / tissue bank and that he/she agrees to the appointment of the Custodian and click submit.

Standing Database Endorsement

[View Submission \(NUH/2012-00127\)](#)

Action:  Endorse Application  Reject Application

Please enter your comments here(if any):

I/We hereby endorse the set up and existence of the data / tissue bank stated in Section 2. I/We acknowledge full ownership of the intellectual property rights of the data / tissue bank on behalf of my/our institution(s). As owner(s), my/our institution shall maintain overall responsibility for the oversight of the data / tissue bank. I/We agree to the appointment of the Custodian whose name is stated in Section3, and accept his/her statement of assurance.

[Submit](#)

This is the notification screen when the application has been successfully endorsed.

**Standing Database/Tissue Bank Registration Acknowledgement**

✔ You have endorsed the Standing Database (Ref: NUH/2011-00048).  
Your Standing Database has been sent to DSRB Staff

**Process Tracking**

Standing Database      Endorsement      Review

Form submission      HOD      DSRB Domain Member Review

Back to Task List

2. **Reject Application** – This option indicates that the CMB does not support the standing database / tissue bank application. Before clicking 'submit', a reason must be provided for the rejection, and this will be made available to the Custodian.

*Note: Once the application has been rejected, the decision cannot be reversed. The Custodian will have to submit a fresh application.*

**Standing Database Endorsement**

View Submission (NUH/2012-00127)

Action:  Endorse Application  Reject Application

Reason For Rejection:

Submit

This is the notification screen when the application has been rejected. A notification will be sent to the Custodian.

### Standing Database/Tissue Bank Registration Acknowledgement

✔ You have rejected the Standing Database (Ref: NUH/2012-00128).  
A notification has been sent to Custodian

#### Process Tracking

Standing Database	Endorsement	Review
Form submission	HOD	DSRB Domain Member Review

ⓘ Back to Task List