

RESEARCHER'S CHECKLIST

Tip: Use this checklist to ensure you are well-prepared for the transition to ECOS!



For Your Action Now

For: ALL

Before
1 Mar
2024

01

If there is a change to your CY2023 FCOI status, email FCOI secretariat with the updated FCOI declaration form at DSRB_FCOI@nhg.com.sg
No changes = no action required

Before
30 Jun
2024

02

Download any study documents you need as users will no longer have access to ROAM after 30 June 2024

For: [Active, Ongoing Studies] PI, Site PI, Co-I

Before
1 Mar
2024

03

Upload minimum training completion reports and certificates (Biomedical CITI¹, SBE CITI², FCOI CITI³, GCP⁴) onto your ROAM profile for successful user account migration

¹ Biomedical Collaborative Institutional Training Initiative (CITI) Training Completion Report

² Social-Behavioural-Education CITI Training Completion Report

³ Financial Conflict of Interest (FCOI) CITI Training Completion Report

⁴ Good Clinical Practice (GCP) Training Certificate

For: [Active, Ongoing Studies] PI, Site PI, Co-I and ROAM Key Appointment Holders⁵

Before
1 Apr
2024

04

Check your ROAM user profile and ensure your corporate email address is tagged to your primary appointment

⁵ ROAM Key Appointment Holders such as Department Rep, Institutional Rep, DSRB Chair/Members etc.

After ECOS Launch

For: [Clinical Trials Regulated by HSA] PI, Site PI, Co-I, Study team members⁶

Before
your next IRB
App/AMD on
ECOS

05

Complete GCP training and upload certificate on your ECOS profile (if your ROAM profile is not migrated to ECOS)
From 01 Apr 24, DSRB accepts generic ICH-GCP courses such as CITI GCP

⁶ Mandatory for Study Team Members conducting significant trial related tasks (e.g., conduct informed consent, assess eligibility, manage investigational products, assess key efficiency and safety, etc.) to complete GCP before study involvement

For: [HBR Studies] PI, Site PI, Co-I

Before
your next IRB
App/AMD on
ECOS

06

Complete the HBRA Minimum Training and upload the certificate on to your ECOS profile

ARE YOU READY?



Tip: Look out for the updated FAQs here! ->>

For More Information



Any Questions?



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