



NHG ROAM

Research Online Administration & Management

**NHG Standing Database / Tissue Bank Registration
Head of Department Endorsement Guidebook
Version 1**

**NHG Research
Translating Research into Highest Quality Patient Care
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:

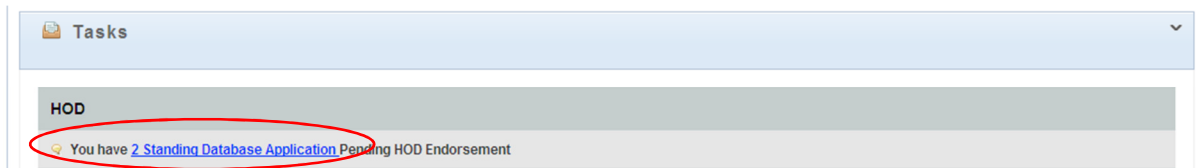
| Department(s) Involved | Institution(s) Involved | Endorsing Authority |
|--------------------------|---------------------------|-----------------------------------|
| One department | One institution | Custodian's HOD |
| More than one department | One institution | Custodian's CMB |
| More than one department | More than one institution | CMBs of all institutions involved |

2. Role of the Head of Department (HOD)

As the respective institutions own standing databases / tissue banks set up by their staff members, the HOD will be the owner of standing databases / tissue banks created within his/her department. The standing database / tissue bank application must be supported and endorsed online by the Custodian's HOD before it is forwarded to DSRB for review and acknowledgement.

3. Where to see your Endorsement Tasks

After logging into the NHG ROAM portal, HODs 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, HODs will be shown a table of tasks pending their endorsement.

Page 1 of 1 Displaying 1 - 1 of 1

First Previous **1** Next Last Results Per Page: 10

| No. | Ref No. | Status | Title | Assigned Date | SLA |
|--------------------------|----------------------------------|-------------------------|------------------------------------|----------------------|-------------------|
| <input type="checkbox"/> | 1 NUH/2011-00048 | Pending HOD Endorsement | Standing Database Application Test | 31-Oct-2011 11:29 AM | 220 / 5 (4400.0%) |

Page 1 of 1 Displaying 1 - 1 of 1

First Previous **1** Next Last Results Per Page: 10

Mark as read Mark as unread

By clicking on the reference number of the standing database / tissue bank application, the HOD 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 HOD for the Standing Database / Tissue Bank application. To endorse, the HOD 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 \(NUH/2011-00048\)](#)

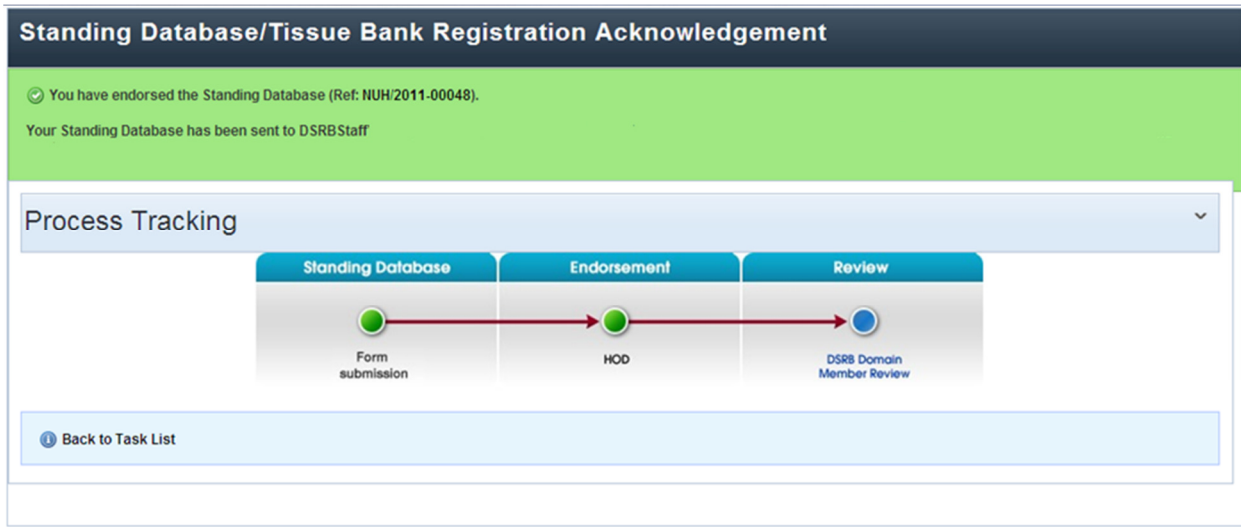
Action: Endorse Application Reject Application

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 DSRBStaff

Process Tracking

Standing Database Endorsement Review

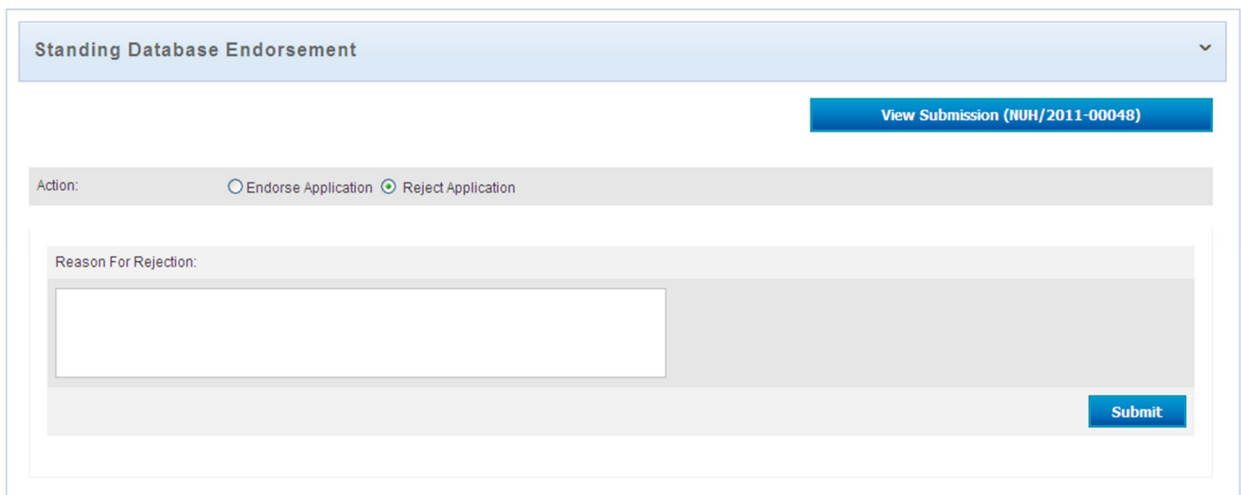
Form submission HOD DSRB Domain Member Review

Back to Task List

The screenshot shows a notification screen with a green header bar. Below the header, there is a confirmation message with a green checkmark icon. A 'Process Tracking' section contains a horizontal flow diagram with three stages: 'Standing Database' (Form submission), 'Endorsement' (HOD), and 'Review' (DSRB Domain Member Review). Red arrows connect the stages, and green circles indicate the current status of each step. A 'Back to Task List' button is located at the bottom of the tracking section.

- 2. Reject Application** – This option indicates that the HOD 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 \(NUH/2011-00048\)](#)

Action: Endorse Application Reject Application

Reason For Rejection:

[Submit](#)

The screenshot shows a form titled 'Standing Database Endorsement'. At the top right, there is a blue button labeled 'View Submission (NUH/2011-00048)'. Below this, there is an 'Action:' section with two radio buttons: 'Endorse Application' (unselected) and 'Reject Application' (selected). Underneath is a 'Reason For Rejection:' label followed by a large text input field. A blue 'Submit' button is located at the bottom right of the form.

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