

WAIVER REQUEST FORM FOR HBR ESSENTIAL RESEARCH CONDUCT (ERC) ONLINE COURSE

WAIVER CRITERIA

The HBR ERC Online Course is a mandatory NHG minimum training requirement for newly approved HBR studies. NHG staff who fulfills the following conditions may request for a waiver from completing the HBR ERC Online Course.

He / She:

1. Must have been involved in at least five (5) HBR studies since 1 November 2017, & involved in at least two (2) HBR studies that were completed in the last 2 years either as a Principal Investigator (PI), Site Investigator or Co-I within NHG or its partner institutions under the oversight of DSRB;
2. Must have enrolled at least one (1) subject for these HBR studies; **and**
3. Had not had any major research ethics violations, non-compliances, unjustified protocol deviations, research misconduct and/ or received any complaints for these HBR studies.

Next steps:

- Complete and submit this Waiver Request Form for HBR ERC Online Course to the NHG RI Secretariat (NHGRIsecretariat@nhg.com.sg).
- The NHG RI Secretariat will provide instructions for the applicant to complete an online test in order to assess proficiency in foundational HBRA knowledge and qualify for this waiver.
- All requests and assessment outcomes will then be reviewed by the NHG Principal Person-In-Charge (PIC) and/ or his designee(s).

Do note that the waiver for HBR ERC Online course requirements does not exempt investigators from the other DSRB minimum training requirements.

Section 1. PROFILE

Name		Designation	
Department		Institution	
Contact No.		Email Address	

Section 2. RESEARCH EXPERIENCE

Please provide details of **five (5) HBR studies** (that were ongoing as of 1 November 2017) and **two (2) HBR studies completed in the last two years** that you have been involved in as **either PI, Site Investigator or Co-I**.

NB: All requests **must be** submitted to the NHG RI Secretariat (NHGRISecretariat@nhg.com.sg).

No.	DSRB Reference Number	Study Title	Role in Study (e.g. PI, Co-I)	Status (Completed / Ongoing)	Initial Approval Date	Completion Date (if applicable)	List every research ethics violations, non-compliances, unjustified SOP deviations, research misconduct and complaints for this study. Include corrective and preventive action plans implemented for each event.
1							
2							
3							
4							
5							

Was any of the above-mentioned studies suspended previously?

- No.**
- If Yes, please indicate reason:** _____

I confirm that I am the PI / Site Investigator/ Co-I of the above-mentioned HBR studies. I also certify that there are no other, if any, major research ethics violation or non-compliance, unjustified NHG DSRB protocol deviation, research misconduct and complaints related to the mentioned HBR studies, than what is listed in Section 2.

Additional Comment (if any): _____

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

Online Test Outcome: **Pass** **Fail**

Waiver Approved: **Yes** **No. Please indicate reason:** _____

Signature of Approver

Date