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| **OFFICIAL USE ONLY** | |
| **Doc Name : Waiver Request Form For (HBR) ERC Online Course** | |
| **Doc Number :** 1604-A01 | |
| **Doc Version :** 1.0 | **Date :** 22 July 2020 |

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

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| **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](mailto: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. |

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| **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](mailto: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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of Applicant Date**

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| **FOR OFFICIAL USE ONLY**  **Online Test Outcome: 🞏 Pass 🞏 Fail**  **Waiver Approved: 🞏 Yes 🞏 No. Please indicate** **reason**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Approver Date** |