

Updates to Proper Conduct of Research (PCR) SOP

Summary of Changes

21 Mar 2024

List of SOPs with Changes and Key Updates

S/N	Doc No.	Doc Name	Effective Date
1	501-A03	Training and Education	01 Apr 2024

Key Updates

Section	Summary of Changes	Reference/Rationale
9.4	Added 'for biomedical research studies only' to limit the condition when GCP can substitute CITI as alternative minimum training.	NHG research website GCP training FAQ #3 https://www.research.nhg.com.sg/wps/wcm/connect/omp/nhgromp/06+conducting+research/sggcp+intro GCP course cannot substitute the CITI training modules for SBE (Social, Behavioural and Educational) for population health research.
10.1	Revised to impose the GCP training requirement on all relevant study team members conducting clinical trial regulated by HSA, i.e. PIs, Co-Is and other study team members who involve in significant trial related activities.	To align with HSA requirements https://www.hsa.gov.sg/clinical-trials/conducting/principal-investigator

Key Updates

Section	Summary of Changes	Reference/Rationale
10.2-10.5	Removed section 10.2-10.5 relating to the GCP waiver criteria/requirements, in view that the GCP training is now compulsory for all PIs, Co-Is and other study team members who involve in significant trial related activities.	To align with the intent of the revision, which is to ensure that all applicable study team members should complete GCP training.
10.2	Newly added the statement to list some examples for GCP courses.	There are no specific GCP courses or providers being recommended by DSRB or HSA. Site staff should try to partake the GCP courses which could issue a formal certificate.

Access to PCR SOPs and Templates

NHG Intranet access only

www.research.nhg.com.sg → Resources

NHG Investigator's Manual
Introduction to DSRB Requirements & Review Process Guide
ROAM Guidebooks
Ethics Forms & Templates
Proper Conduct of Research SOP & Templates
Responsible Conduct of Research Manual
NHG Intellectual Property Policy – Forms and Templates
Grants & Programmes - Forms and Templates
NHG Research Database Platform (REDCap)

Proper Conduct of Research SOPs & Templates

The following documents can only be accessed when you have **direct access to the intranet** for downloading.

You will need Adobe Acrobat Reader (available as a free download from <http://www.adobe.com>) to view and download PDF documents.

! These documents are strictly for internal circulation among NHG Staff members and only.

Proper Conduct of Research Standard Operating Procedures and Templates
These are a set of guidelines and templates developed by NHG RDO to provide detailed procedures for conducting research in accordance with applicable guidelines and regulations. You may adapt and modify these templates to suit your individual research needs.



If you are a non-NHG research staff, please contact your Institution Research Office for a copy of PCR document.

THANK YOU