

**(Template) Request to Access HBR ERC Online for NHG-based MOHH Residents/ Doctors & \*NHG-based SAF Staff/ Doctors**

*\*NHG-based SAF Staff / Doctors with formal appointment with NHG Institutions (including affiliate or joint appointments).*

If you require access the **HBR ERC Online V.2**, please submit a request with a Declaration of your Reporting office (R.O) / Head of Department (HOD)'s endorsement on your research involvement to the NHG OHRPP Research Education Unit.

You may use the template for declaration below (with the required details) and email it to [research\\_courseadmin@nhg.com.sg](mailto:research_courseadmin@nhg.com.sg), copying your NHG Reporting Officer/Head of Department (HOD).

An email notification will be sent to you after approval is granted. If you did not receive the email notification within 1-2 working days after requesting for access, please login to eLEARN to check if you are able to access the HBR ERC Online V.2.

Upon successful approval, you will be granted 1 month access (from date of approval) to complete the online course. Kindly be reminded to file a copy of the certificate in the current study / Investigator file, and also retain a copy for your future HBR study involvement.

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**Declaration of R.O/HOD's Endorsement:**

I, *<insert Name of Requestor>*, *<MCR no.>* had obtained the endorsement of my Reporting Officer *<insert Name & Designation>*/ HOD *<insert Name & Designation>* for my involvement in Human Biomedical Research (HBR) study, and to have access to NHG research policies /SOPs and the NHG HBR ERC online course for the purpose of my research work and/ meeting the NHG HBRA minimum training requirement.

Details of Involvement in HBR study:

- Name of MOHH resident/doctor/requestor:
- Department:
- Study/IRB Ref number:
- Role in the study (*e.g. Principal Investigator/ Co-investigator, Collaborator*):
- The period/duration of your involvement in the study:
- eLEARN User ID: