

# User's Guide to ROAM Enhancement – Minimum Ethics Training

(Release Date: 02 September 2022)

## Purpose of Enhancement

Previously, users were only able to upload one document under their minimum training status in their Research Online & Management (ROAM) User Profile. The enhancement is to allow users to upload multiple documents under their minimum training status.

Training Categories are newly added under this enhancement, and each upload will be tagged to a specific Training Category selectable by users. The Training Categories are:

- Biomedical CITI
- Social, Behavioural and Educational (SBE) CITI
- Financial Conflict of Interest (FCOI) CITI
- Good Clinical Practice (GCP)

The enhancement also allows the users' training completion statuses of each Training Category to be reflected in the DSRB Application Form if the user has updated his/her ROAM User Profile and he/she was added in the Study Team subsequently.

## Impact to Users

Existing users will have their documents ported over to the 'Biomedical CITI' category and their minimum training completion status will also be retained.

For new documents, users will now upload them according to the new Training Categories and they will still need to be verified by the Minimum Ethics Training Secretariat first.

For existing users who have completed other Training Categories, it is recommended that they upload the relevant CITI completion report(s) / GCP certificate in that specific Training Category in their ROAM User Profile.

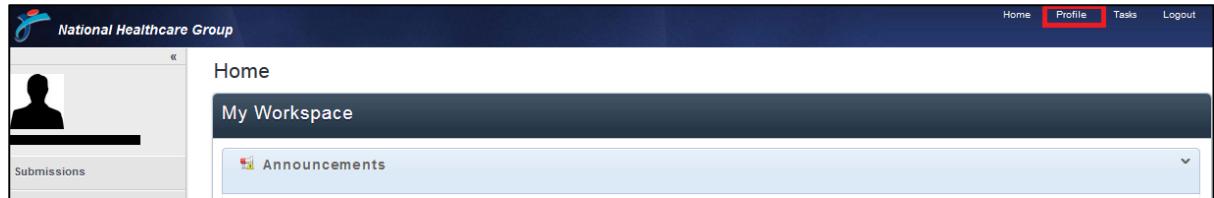
Please note that zipped files **will not** be allowed due to security reasons.

For enquiries, please write to [min\\_ethics\\_training@nhg.com.sg](mailto:min_ethics_training@nhg.com.sg).

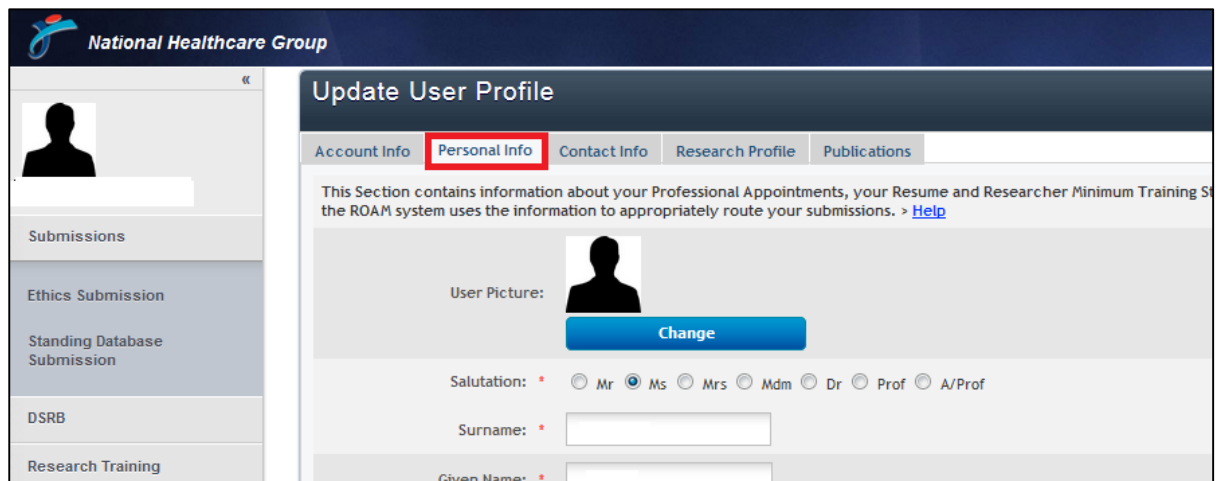
You may refer to [www.research.nhg.com.sg](http://www.research.nhg.com.sg) > 'Conducting Research' > 'Minimum Training Requirements' for more information on the minimum ethics training requirements.


## (A) Uploading Training Completion Report(s) in ROAM User Profile

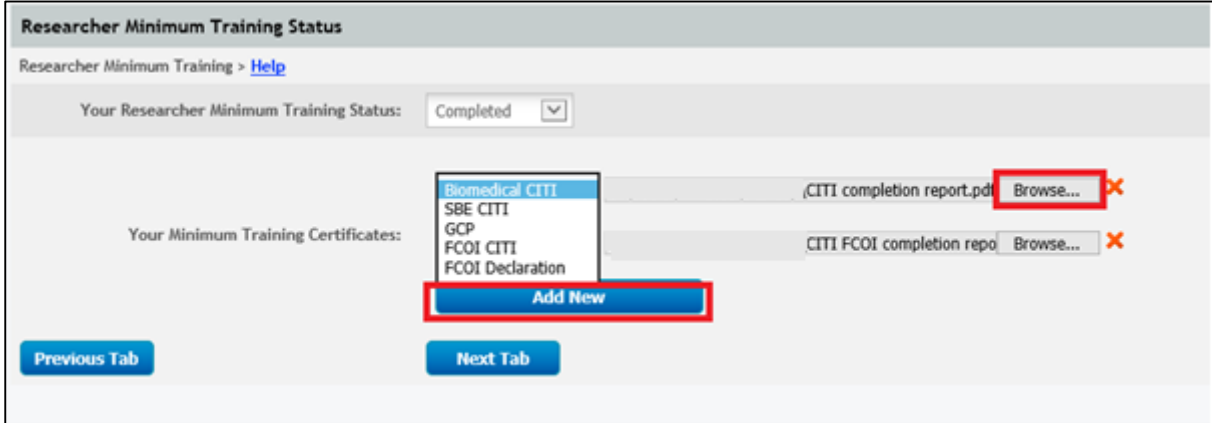
1. Log in to ROAM at [https://www.research.nhg.com.sg/sop/process/ROMP/Admin\\_Intranet\\_Login](https://www.research.nhg.com.sg/sop/process/ROMP/Admin_Intranet_Login). Click on 'Profile'.



2. Click on 'Personal Info' Tab. Scroll to the 'Researcher Minimum Training Status' section.



3. Select the appropriate training category from the drop down list. Click on 'Browse' to upload your CITI completion report(s) / GCP certificate. Click on "Add New" to upload another document. Click on  to delete file.





**Researcher Minimum Training Status**

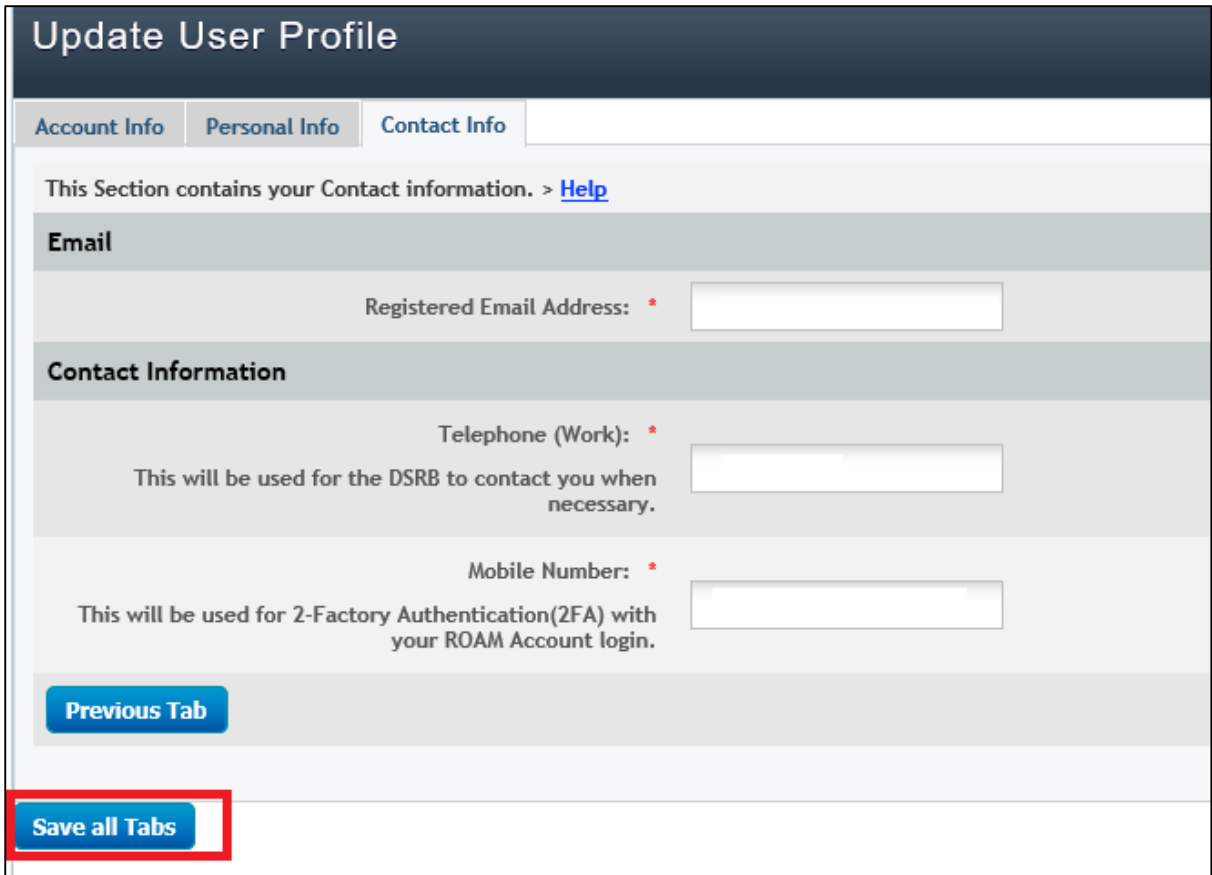
Researcher Minimum Training > [Help](#)

Your Researcher Minimum Training Status:

Your Minimum Training Certificates:

<div style="border: 1px solid black; padding: 2px;">Biomedical CITI</div> SBE CITI GCP FCOI CITI FCOI Declaration	.CITI completion report.pdf	<input type="button" value="Browse..."/>	
<input type="button" value="Add New"/>	CITI FCOI completion repo	<input type="button" value="Browse..."/>	

4. Click on 'Next Tab' and click 'Save all Tabs' to save the changes made.



**Update User Profile**

[Account Info](#) [Personal Info](#) [Contact Info](#)

This Section contains your Contact information. > [Help](#)

**Email**

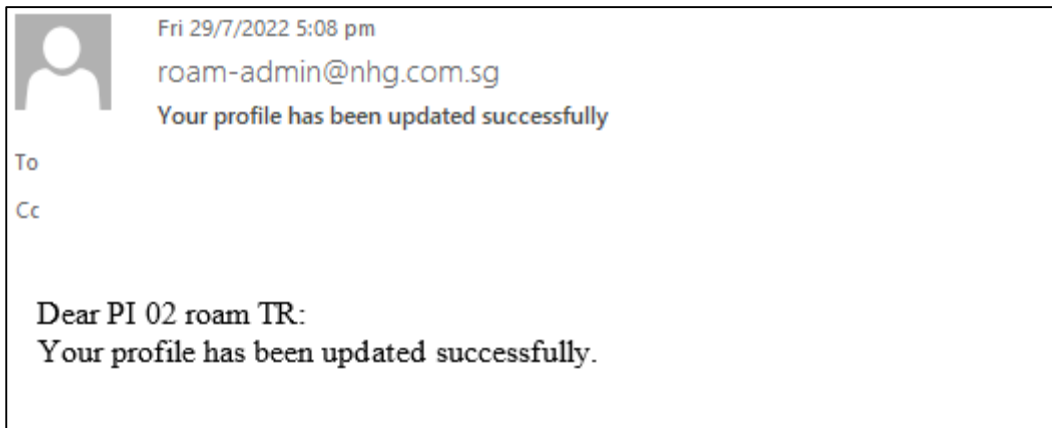
Registered Email Address: \*

**Contact Information**

Telephone (Work): \*   
This will be used for the DSRB to contact you when necessary.

Mobile Number: \*   
This will be used for 2-Factor Authentication(2FA) with your ROAM Account login.

5. You will receive an email notification that your profile has been updated successfully.



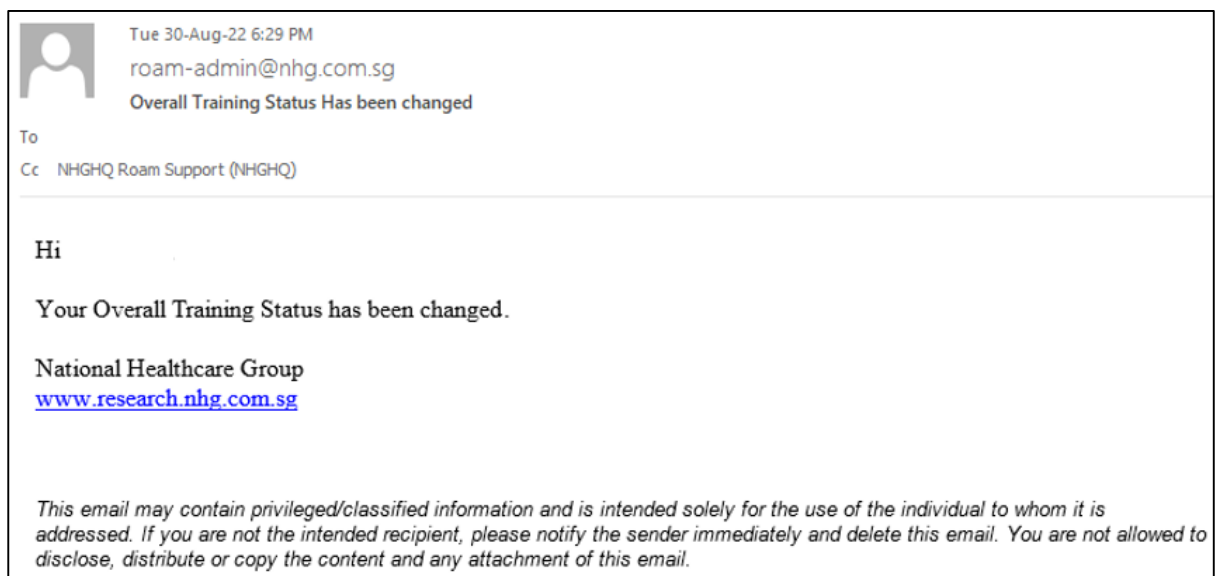
## **(B) Update of Training Completion Status in ROAM User Profile**

6. You will receive another email after your CITI completion report(s) / GCP certificate has been verified.

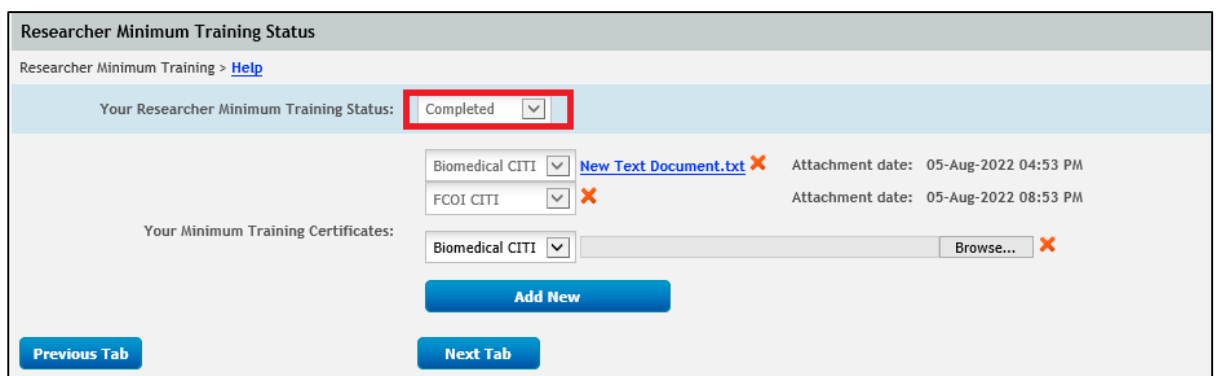
a) **Scenario 1: Biomed CITI completion report requirement met; Minimum Training Status: Completed**

If your training documentation is accepted, the training status will be updated to “Completed”. You may verify the status from your ROAM profile by following Step 1 and 2.

Sample Email:



ROAM Profile:



**b) Scenario 2: Biomed CITI completion report requirement not met; Minimum Training Status: Not Completed**

If your training documentation is rejected, you will receive an email with the reason(s) for rejection.

Sample Email:

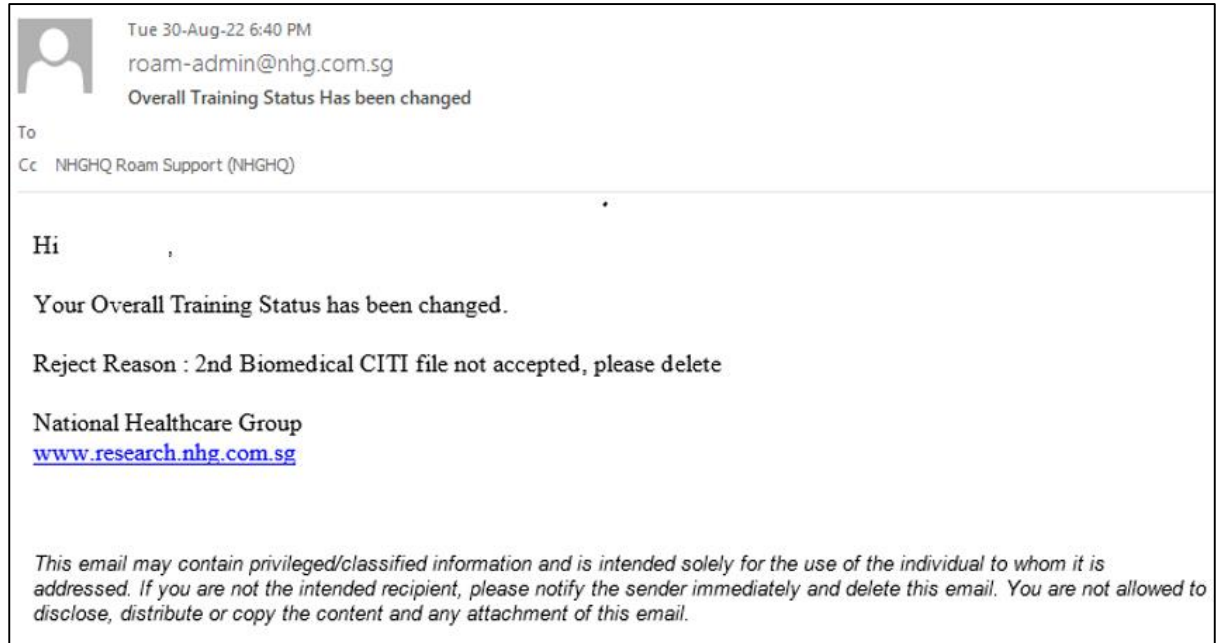


Please repeat Steps 1 to 4, to upload the correct CITI completion report(s) / GCP certificate.

**c) Scenario 3: Minimum Training Status: Completed; but with comments from Minimum Ethics Training Secretariat**

If your Biomed CITI completion report is accepted, but other training documentation requires changes / modifications, the training status will be updated to “Completed” and you will receive an email with the requests for changes to be made.

Sample Email:



Follow Steps 1-2.

Click on  to delete the incorrect file.

Click on 'Next Tab' and click on 'Save all Tabs' to save the changes made.

**Note:** Your Minimum Training Status will not be affected.

