



ECOS - PI ENDORSEMENT NEEDED!



Anyone in the **CRMS study site User Authorisation List (UAL)** can add others to the study site UAL

PLEASE ADD US!

SPONSOR

STUDY ADMINISTRATOR

STUDY TEAM MEMBER

I finally added ALL my team members in the UAL!

TIME TO PARTY AGAIN!

CO-INVESTIGATOR

I got an email asking me to endorse new users in my **CRMS study site UAL**

What am I supposed to do...

PRINCIPAL INVESTIGATOR

The PI needs to check and endorse if the new users added to the UAL are legit

As PI **MUST** have oversight of who is accessing their study site information

I GOT THE POWER!

PRINCIPAL INVESTIGATOR

If a Sponsor, Study Team Member or Study Administrator no longer requires access to the study, they can **deactivate** themselves on the UAL

Others can help to deactivate too!

Bye



- **Addition or removal of PI, Site-PI and Co-I** will need to be updated in the IRB application form and submitted to DSRB for review. Changes in the IRB application form will automatically be synced to the CRMS UAL.
- PI endorsement is **site specific** (i.e., for multi-site studies, each PI and Site PI will need to endorse for their own site).

Principal Investigator (PI)

How Do I Endorse My Team Members on ECOS?

1

Locate Your Study

- Go to CRMS **Study Member Review** tab

Step 1: Click on "CRMS"
Step 2: Click on "Study Member Review"

2

Endorsement

- Select your study
- Team members requiring PI endorsement will have the **Role status "Pending PI Endorsement"**
- You can either **Endorse** or **Reject** the addition of the team member

Step 3: Click on dropdown to select your study

Step 4: Click on the checkbox on the header for batch endorsement

Step 5: Click on "Endorse"

YOU CAN ALSO PERFORM BATCH ENDORSEMENT!

The CRMS User Guide is now available here: <https://for.sg/guides>



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