

CHICKEN SOUP FOR THE BUSY COORDINATOR

June 2024

ECOS - How to Add Team Members in Clinical Research Management (CRMS)

- First, all team members who requires access would need to register for an ECOS Account.
- Locate the specific study in the CRMS module under 'Study List'.
- Then follow the steps below (1. to 5.) to add team members in the ECOS CRMS module.

The image displays two screenshots of the ECOS CRMS interface. The top screenshot shows the 'Study Details' page for '2024-3052, Phase IV: Observational Study / Tan Tock Seng Hospital'. It includes fields for ECOS Reference, IRB, Study Status, Number of Sites, Initial Outcome Date, Valid Till Date, PI/Site PI, and Department. A 'User Authorisation List' table is visible with columns for Member Name, Role, Cluster, Institution, Department, Designation, Email Address, Data Source, Role Status, and Action. A yellow callout '1. Click on User Authorisation List' points to the table. Another yellow callout '2. Click on Add' points to the '+ Add' button. The bottom screenshot shows the 'Add' form with fields for Member Name/Email, Role (with a dropdown menu), and a 'Submit' button. A yellow callout '3. Enter full exact email address and click the search icon. Double click the correct user to select' points to the Member Name/Email field. A yellow callout '4. Click the appropriate role: Study Sponsor, Study Administrator or Study Team Member' points to the Role dropdown. A yellow callout '5. Click submit' points to the Submit button. An illustration of three people celebrating is in the bottom right corner.

Reference: Quick Guide Series: How to Add Team Members to your Study on ECOS

- Once team members are added by non-PI (e.g., CRC), PI can choose to endorse (Study Team Member and Study Administer roles will have additional access to site level information on CRMS) or deactivate.

ECOS Resources Available now:

Research Activity Management via ECOS-CRMS

- ❖ [Clinical Research Management System \(CRMS\) Module](#)
- ❖ [Quick Guide Series: how to Add Team Members to your Study on ECOS](#)



For more information	ECOS User Guides	ECOS Frequently Asked Questions
 ECOS Launch Support for NHG HOMEPAGE https://for.sg/ecos	 ECOS Launch Support for NHG ECOS User Guides https://for.sg/ecos-userguides	 ECOS Launch Support for NHG Frequently-Asked-Questions https://for.sg/ecos-faq

For more information on ECOS go to NHG Research Website:

<https://www.research.nhg.com.sg>

➤ Ethics & Quality > ECOS Launch Support

Brought to you by the NHG ECOS Onboarding Team
NHG Group Research & Innovation, OHRPP