



MINISTRY OF HEALTH
SINGAPORE

Tissue and Research Application System (TIARAS)

Screenshots for research institutions – notifications of operation and appointment of institutional review board

Version Date: July 2021

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up research institution's profile in TIARAS
- Creating other users in TIARAS

2. Notifications

- Submitting notification of operation
- Submitting notification of institutional review board

3. Other Functions

- Changing payment mode to credit/debit card
- Amending profile of research institution
- Amending notification of operation
- Amending notification of institutional review board
- Adding new user/Editing user profile/Changing user roles
- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation

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Logging in to TIARAS

Go to <https://elis.moh.gov.sg/tiaras>

MINISTRY OF HEALTH SINGAPORE

TIARAS
TISSUE & RESEARCH APPLICATION SYSTEM

Singapore Government
Integrity • Service • Excellence

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Login via Singpass

FOR BUSINESS USERS or **FOR INDIVIDUAL USERS**

If your research institution/tissue bank is a corporate organisation, please login using as a business user. If your research institution/tissue bank is unincorporated, please login as an individual user.

For authorised use only. Unauthorised use is strictly prohibited.

Resources / Other Links
For more information on the Human Biomedical Research Act

BIOETHICS Advisory Committee Singapore

Centres
An initiative of the NCC Centre for Biomedical Ethics & the Ministry of Health, Singapore

gov.sg

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Last updated on 20 Feb 2019
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This site is best viewed using IE10 & above, screen resolution 1024x768

If your research institution is a corporate organisation, please select “**FOR BUSINESS USERS**”.

Logging in to TIARAS

From 11 April 2021, you will be required to verify your identify using Singpass.


While Singpass is used for logins, Corppass will continue to be the authorisation system for corporate transactions. You would need a Corppass User account in order to log in to TIARAS. The Corppass User account would be created by the organisation's Corppass Administrator or Sub-Administrator. In addition, the Corppass User account would need to be assigned to access the e-service Tissue and Research Application System (TIARAS), e-service ID **MOH-TIARASCP** by the Corppass Administrator or Sub-Administrator.

A Singapore Government Agency Website

singpass F | T | F ⓘ 🔍


Advisory Note ^

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

 **Log in with Singpass**
Your trusted digital identity

Singpass app Password login

Scan with Singpass app
logging in as **Business User**



singpass

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Singpass app **Password login**

Logging in as **Business User**

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

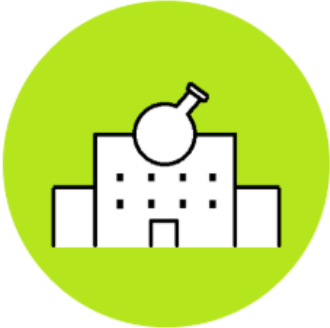
[Register For Singpass](#)

Logging in to TIARAS


Select Research Institution

Hello [REDACTED] 17/10/2019 18:36 

Select Institution Type



Research Institution




Tissue Bank

Setting up your profile in TIARAS

Step 1: Create New User Particulars

- Enter your particulars (salutation, name, contact number, email address)

Hello [REDACTED], 03/10/2017 19:20 

1

2

3

4

5

6

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation Create Notification of IRB

WELCOME TO TISSUE AND RESEARCH APPLICATION SYSTEM

Please enter your user profile to proceed.

You will be assigned with the role of Organisation Administrator and added to the list of institution users in Step 4

Create New User Particulars

* ID No:

NRIC ▼

SXXXX717H

* Name:

----- select ----- ▼

* Contact No:

* Email Address:

Next

Setting up research institution's profile in TIARAS

Step 2: Select Organisation Type

New Research Institution :

- This refers to a research institution that is commencing its first human biomedical research activity after 1 November 2017
- Must submit the notification no later than 30 days before the commencement of its first human biomedical research

The screenshot displays the 'Select Organisation Type' step of a six-step registration process. The steps are: 1. Create New User Particulars, 2. Select Organisation Type (current step), 3. Create Institution Profile, 4. Create Institution User Profile, 5. Create Notification of Operation, and 6. Create Notification of IRB. The 'Select Organisation Type' section includes a label '* Your organisation is:' followed by a radio button selected for 'New Research Institution'. A descriptive text below states: 'This refers to a research institution that is commencing its first human biomedical research activity after 01/11/2017.' At the bottom, there are 'Previous' and 'Next' navigation buttons.

1 — 2 — 3 — 4 — 5 — 6

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation Create Notification of IRB

Select Organisation Type

* Your organisation is: ☒ New Research Institution

This refers to a research institution that is commencing its first human biomedical research activity after 01/11/2017.

Previous Next

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Overview

Progress bar steps:

- 1 Create New User Particulars
- 2 Select Organisation Type
- 3 Create Institution Profile
- 4 Create Institution User Profile
- 5 Create Notification of Operation
- 6 Create Notification of IRB

Buttons: Previous, Clear, Save & Next

Create Institution Profile

Expand All

Research Institution Profile +

Nature of Human Biomedical Research +

Other Relevant Information +

Buttons: Previous, Clear, Save & Next

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Enter the institution name, contact number and email address of research institution.
- The information will be published in a public list of research institutions.

The screenshot shows a web interface for creating a research institution profile. At the top, a horizontal progress bar contains six numbered steps: 1. Create New User Particulars, 2. Select Organisation Type, 3. Create Institution Profile (highlighted with a blue circle), 4. Create Institution User Profile, 5. Create Notification of Operation, and 6. Create Notification of IRB. Below the progress bar is a dark blue button labeled 'Create Institution Profile' and a 'Collapse All' link. The main section is titled 'Research Institution Profile' and contains two paragraphs of text. The first paragraph states that the institution must have a point of contact for the public, designated in accordance with the Human Biomedical Research Act. The second paragraph states that the information will be published by the Ministry of Health in a public list and must be accurate and comply with Singapore laws. Below the text are input fields for 'UEN' (with a blacked-out value), '* Institution Name:', '* Contact No:', and '* Email Address:'. The 'Public Contact Information' label is positioned above the contact number and email address fields.

1 — 2 — 3 — 4 — 5 — 6

Create New User Particulars Select Organisation Type **Create Institution Profile** Create Institution User Profile Create Notification of Operation Create Notification of IRB

Create Institution Profile

Collapse All

Research Institution Profile

The research institution shall have a point of contact for members of the public, including existing and potential research subjects of the research institution. This point of contact may be the principal person in charge of the research institution designated in accordance with the Human Biomedical Research Act.

The information below will be published by the Ministry of Health in a public list of research institutions. Please ensure that all information on the public list is accurate, factually correct and complies with all Singapore laws. The Ministry of Health will not be liable for any information on the public list which is inaccurate, factually incorrect or is in breach of any Singapore laws.

UEN: [Redacted] * Institution Name:

Public Contact Information

* Contact No: * Email Address:

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

Research site:

- Location where human biomedical research (HBR) is conducted
- If the HBR will be conducted at more than one location within the same building
→ this is a single site (down to unique postal code).

Address of Site(s) in which Research is Conducted

* Postal Code:

* Country:

Singapore

City:

State:

* Block No:

* Street Name:

Level:

Unit:

Building:

Department:

Contact No:

Email Address:

Add Research Site

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Enter the postal code
- Block number, street name and building (if applicable) will be populated
- Complete the rest of the address of research site

Address of Site(s) in which Research is Conducted

* Postal Code:

169854

City:

* Block No:

16

Level:

Contact No:

* Country:

Singapore

State:

* Street Name:

COLLEGE ROAD

Building:

COLLEGE OF MEDICINE BUILDING

Department:

Email Address:

Unit:

Add Research Site

S/N	Country	Address	Department	Contact No	Email Address	Action
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Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Click “Add Research Site”
- Address of research site will be populated in the table
- Continue to add the research sites in the research institution

Note: This page can be managed and revised as and when research sites change.

Address of Site(s) in which Research is Conducted

* Postal Code:

City:

* Block No:

Level:

Unit:

* Country:

Singapore

State:

* Street Name:



Building:

Department:

Contact No:

Email Address:

Add Research Site

S/N	Country	Address	Department	Contact No	Email Address	Action
1	Singapore	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING #01 -01 Singapore 169854		61234567	moh@moh.gov.sg	 

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Select the radio buttons that describe your research institution

Note: This page can be managed and revised as and when the nature of human biomedical research that the research institution is conducting changes.

Nature of Human Biomedical Research		
	Yes	No
<i>My research institution is conducting human biomedical research involving the following:</i>		
* 1. Human tissue transplantation	<input type="radio"/>	<input type="radio"/>
* 2. Restricted human biomedical research (as defined in the Fourth Schedule of the Human Biomedical Research Act)	<input type="radio"/>	<input type="radio"/>
* 3. Direct clinical intervention or invasive clinical procedures	<input type="radio"/>	<input type="radio"/>
* 4. Other types of human biomedical research, please specify (e.g. exercise physiology)	<input type="radio"/>	<input type="radio"/>
<i>Profile of my research subjects:</i>		
* 1. Adults who lack mental capacity (as defined in the Mental Capacity Act)	<input type="radio"/>	<input type="radio"/>
* 2. Pregnant women	<input type="radio"/>	<input type="radio"/>
* 3. People highly dependent on medical care who may be unable to give consent	<input type="radio"/>	<input type="radio"/>
* 4. Persons whose autonomy might be prejudiced by being under the influence of, or obligated to, third parties (e.g. prisoners, uniformed personnel especially junior ranks, patients especially if the researcher is their attending physician, employees/junior collaborators or students)	<input type="radio"/>	<input type="radio"/>
* 5. Minors (below 21 years of age and who have never been married)	<input type="radio"/>	<input type="radio"/>
* 6. Deceased persons	<input type="radio"/>	<input type="radio"/>

Setting up research institution's profile in TIARAS

Step 3: Create Institution Profile

- Select the range in the dropdown list
- Files (e.g. organisation chart) may be uploaded to as supplementary information.

Note: This page can be managed and revised as and when the nature of human biomedical research that the research institution is conducting changes.

- Click “Save & Next”

Other Relevant Information

How many individuals are there in the research institution?

How many years has the research institution carried on any research activity on or before the appointed day?

Describe the governance framework to ensure the safety of research subjects and the ethical conduct of human biomedical research.

Upload Files

Previous Clear Save & Next

Dropdown 1 (Number of individuals):

- select --
- select --
- 2 to 10
- 11 to 50
- 51 to 200
- 201 to 500
- 501 to 1000
- More than 1000

Dropdown 2 (Years of research activity):

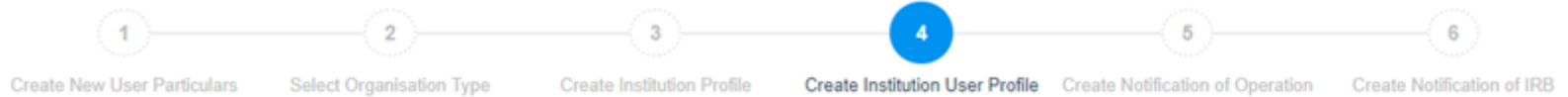
- select --
- 0 (Organisation has not conducted any research activity)
- 1 to 5
- 6 to 10
- More than 10

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Overview

[Home](#) [Manage Other Institution](#)



Cancel

Previous

Clear

Delete & Exit

Save & Next

Institution User Profile

Expand All

General Information

+

Create Institution User Profiles

+

Cancel

Previous

Clear

Delete & Exit

Save & Next

Creating other users in TIARAS

Step 4: Create Institution User Profile

- The first section shows the general information of the page

The screenshot displays the 'Create Institution User Profile' step (Step 4) of the TIARAS process. At the top, a progress bar shows six steps: 1. Create New User Particulars, 2. Select Organisation Type, 3. Create Institution Profile, 4. Create Institution User Profile (highlighted in blue), 5. Create Notification of Operation, and 6. Create Notification of IRB. Below the progress bar are five buttons: 'Cancel' (green), 'Previous' (green), 'Clear' (green), 'Delete & Exit' (red), and 'Save & Next' (blue). The main content area is titled 'Institution User Profile' and features a 'Collapse All' link. Under the 'General Information' section, the following details are displayed:

Reference ID:	RI-20171003-0902	Initial Drafter/Date:	Cheryl Tan Bee Bee , 03/10/2017 21:39
Status:	Draft	Initial Endorser/Date:	
		Last Modified By/Date:	Cheryl Tan Bee Bee , 03/10/2017 21:39

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Enter the particulars of the other users under the same research institution

Create Institution User Profiles

* ID No:

- Select -

Designation:

* Name:

- Select -

Institution Role

* Role:

- Select -



OE Type:

- Select -

Contact Information

User Role	User Rights in Submitting Notification			User Rights in Applying to Conduct Restricted Human Biomedical Research		
	View	Draft	Endorse	View	Draft	Endorse
Organisation Endorser (OE) (e.g. Principal Person in Charge, Head of Research Office)	√	√	√	√	√	-
Organisation Administrator (OA) (e.g. Administrator in Research Office)	√	√	-	√	√	-
Organisation Viewer (OV)	√	-	-	√	-	-
rHBR Endorser (RE) (e.g. Principal Researcher) (To be created by rHBR Administrator in rHBR application page)	-	-	-	√	√	√
rHBR Administrator (RA) (e.g. Laboratory Officer)	-	-	-	√	√	-

Creating other users in TIARAS

User Roles

Organisation Administrator (OA)

e.g. Administrator in Research Office

- Add users (except RE) in the RI
- Create and amend notification
- Route notification to OE
- Full access to all submissions by RI

Organisation Endorser (OE)

e.g. Principal Person in Charge (PIC), Head of Research Office

- Endorse notification
- Make payment when endorsing notification
- All functions of OA
- ❖ Primary OE
- ❖ Covering OE

Organisation Viewer (OV)

- Only view all submissions by RI

rHBR Administrator (RA)

e.g. Laboratory Officer

- Create and amend rHBR application
- Assign RE for each rHBR application
- Route rHBR application to RE
- Access to rHBR applications he is involved in

rHBR Endorser (RE)

e.g. Principal Researcher

(to be created by rHBR Administrator in rHBR application page)

- Endorse specific rHBR application
- All functions of RA
- ❖ Primary RE
- ❖ Covering RE

Note: There must be one Primary OE in the research institution.
There must be one Primary RE in each rHBR application.

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Enter the particulars of the other users under the same research institution
- Click “Add User Profile”
- The users’ details will be populated in the table
- Click “Save & Next”

Note: There must be a Primary Organisation Endorser (Primary OE) in the research institution.

Create Institution User Profiles

* ID No:

* Name:

Designation:

Institution Role

* Role: ⓘ

OE Type:

Contact Information

* Contact No:

* Email Address:

S/N	ID No	Name	Designation	Role	OE Type	Contact No	Email Address	Action
1	SXXXX717H	Cheryl Tan Bee Bee		Organisation Administrator (OA)		91234567	cheryltan@moh.gov.sg	
2	SXXXX653B	Lee Ah Boon	Research Officer	Organisation Endorser (OE)	Primary	92345678	leeahboon@moh.gov.sg	

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up research institution's profile in TIARAS
- Creating other users in TIARAS

2. Notifications

- Submitting notification of operation
- Submitting notification of institutional review board

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- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Overview

Home Manage Other Institution

1 2 3 4 5 6

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation Create Notification of IRB

Cancel Previous Clear Delete & Exit Save & Next

Notification of Operation [Expand All](#)

General Information +

Details of Research Institution +

Details of Principal Person In Charge +

Action Remarks

Add

Cancel Previous Clear Delete & Exit Save & Next

Submitting Notification of Operation

Step 5: Create Notification of Operation

- The first section shows the general information of the page



Cancel

Previous

Clear

Delete & Exit

Save & Next

Notification of Operation

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: RI-20171003-0902

Status: Draft

Initial Drafter/Date: Cheryl Tan Bee Bee , 03/10/2017 21:39

Initial Endorser/Date:

Last Modified By/Date: Cheryl Tan Bee Bee , 03/10/2017 21:39

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Enter the name of the research institution and the address, telephone number and email address at which that institution may be contacted

Note: After entering the postal code, the block number, street name and building (if applicable) will be populated

Details of Research Institution

UEN:

* Institution Name:

Ministry of Health

Contact Information

Place of Business

* Postal Code:

* Country:

Singapore

* Block No:

* Street Name:

Level:

Unit:

Building:

Department:

* Contact No:

* Email Address:

Submitting Notification of Operation


Step 5: Create Notification of Operation

As a new research institution (selected in Step 2)

- Enter the date of commencement of the research institution's first human biomedical research
- If the research institution is late in its notification, reasons must be provided

Commencement Date of the First Human Biomedical Research

* Commencement
Date:

A research institution, that has not commenced any research before 01/11/2017, must submit the notification no later than 30 days before the commencement of its first human biomedical research.

Please provide reasons for the late notification.

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Enter the ID number, name and designation of the principal person in charge, the address, telephone number and email address at which he/she may be contacted
- Tick “Same as research institution” if the principal person in charge has the same contact address
- User can enter “Action Remarks” as, for e.g. a note to the next user
- Click “Save & Next” to continue

Details of Principal Person In Charge

* ID No:

* Designation:

* Name:

Contact Information

Same as research institution ☐

* Postal Code:

* Country:

* Block No:

* Street Name:

Level: Unit:

Building:

Department:

* Contact No:

* Email Address:

Action Remarks

Add

Cancel Previous Clear Delete & Exit Save & Next

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Preview the notification
- Click “Proceed to Submit”
- The notification will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

The screenshot displays the 'Create Notification of Operation' web form. At the top, a progress bar shows five steps: 1. Create New Case Parameters, 2. Select Organisation Type, 3. Create Institution Profile, 4. Create Notification of Operation (current step), and 5. Create Institution of OEs. Below the progress bar are buttons for 'Prev', 'Cancel', 'Previous', and 'Proceed to Submit'. The main heading is 'Primary Notification of Operation'. A red-bordered box contains a 'Note' stating that the notification will take approximately 10 minutes to complete and that all information must be accurate and comply with the Human Biomedical Research Act and its Regulations. Below the note is a 'Consent' section. The form is divided into sections: 'General Information' (with fields for Reference ID, Initial Drafted/Date, Name, Initial Endorsement/Date, and Last Modified By/Date), 'Details of Research Institution' (with fields for UEN, Institution Name, and a 'Contact Information' section for Place of Business), 'Commencement Date of the First Human Biomedical Research' (with a 'Commencement Date' field), and 'Details of Principal Person in Charge' (with fields for ID No., Name, Designation, and another 'Contact Information' section). At the bottom, there is an 'Action Remarks' section and buttons for 'Prev', 'Cancel', 'Previous', and 'Proceed to Submit'.

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE logs in to TIARAS
- The notification with status “Pending Review by OE” can be viewed in his dashboard
- Click “Pending Review by OE” to access the notification

Note: Primary OE and Covering OE are able to review the notification

MINISTRY OF HEALTH SINGAPORE

TIARAS
TISSUE & RESEARCH APPLICATION SYSTEM

Singapore Government
Integrity • Service • Excellence

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FOR BUSINESS USERS

If your research institution organisation, please log in as an individual user. For authorised use only. Use

Resources / Other Links
For more information on the Human Biomedical Research Act

BIOETHICS Advisory Committee
Singapore

cen+tr
Academy of the NTH Centre for Research the Ministry of Health, Singapore

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This site is best viewed using IE

NOTIFICATION OF OPERATION

Reference ID:	RI-20171003-0903	View
Institution Name:	Ministry of Health	
Contact No:		
Address:		
PIC Name:		
Status:	Pending Review by OE	
Last Modified By/Date:	03/10/2017	

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE is brought to Step 5
- Review the notification
- Click “Save & Next”

Note: Primary OE can click other buttons, for e.g.:

- Return to OA: To route the notification back to the OA

The screenshot shows the 'Create Notification of Operation' form. At the top, there is a navigation bar with buttons: 'Cancel', 'Previous', 'Clear', 'Delete & Exit', 'Return to OA', and 'Save & Next'. The form is titled 'Notification of Operation' and includes a 'Title' section with a warning box stating: 'This notification will take approximately 10 minutes to complete. Please ensure that all information provided herein is accurate, truthful, correct and complete with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws. Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to HDBI not later than 30 days after the change. Consent: By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, store and use the information contained herein for the purposes of data collection, regulation and policy formulation and review. This consent will be governed by and construed in accordance with the laws of the Republic of Singapore.' Below this, the form is divided into sections: 'General Information' (Balance ID: 30-21111011001, Initial Endorsement: Chong Tan Bee Bee, ID: 1020171214, Status: Pending Review by IRB, Last Modified By: Chong Tan Bee Bee, ID: 1010171214), 'Details of Research Institution' (IRN: [redacted], Institution Name: Ministry of Health), 'Contact Information' (Postal Code, Block No., Level, Contact No., Country: Singapore, Street Name, Building, Department, Email Address), 'Commencement Date of the First Human Biomedical Research' (Commencement Date: [redacted]), 'Details of Principal Person in Charge' (ID No., Name, Designation), 'Contact Information' (Name of research institution, Postal Code, Block No., Level, Contact No., Country: Singapore, Street Name, Building, Department, Email Address), and 'Action Remarks'. At the bottom, there is a 'Save' button and the same navigation bar as at the top.

The screenshot shows a row of six buttons: 'Cancel' (green), 'Previous' (green), 'Clear' (green), 'Delete & Exit' (red), 'Return to OA' (blue), and 'Save & Next' (blue).

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE previews the notification
- Click “Proceed to Submit”

The screenshot shows the 'Create Notification of Operation' form. At the top, there is a progress bar with five steps: 1. Create New Case Profile, 2. Select Organisation Type, 3. Create Institution Profile, 4. Create Notification of Operation (current step), and 5. Create Notification of OR. Below the progress bar are buttons: 'First', 'Cancel', 'Previous', and 'Proceed to Submit'. The form is titled 'Create Notification of Operation' and includes a 'Collapse All' link. A red box highlights the 'Note' section, which states: 'The notification will take approximately 10 minutes to complete. Please ensure that all information provided is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws. Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change. Consent: By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.' The form is divided into several sections: 'General Information' (Reference ID: RI-20171003-0003, Initial Drafted Date: Cheryl Tan Soc Bsc, 03/10/2017 22:44, Status: Pending Review by OE, Initial Endorsement Date, Last Modified By Date: Cheryl Tan Soc Bsc, 03/10/2017 23:08), 'Details of Research Institution' (MCR: [redacted], Institution Name: Ministry of Health), 'Place of Business' (Postal Code, Country: Singapore, Block No., Street Name, Level, Building, Department, Contact No., Email Address), 'Commencement Date of the First Human Biomedical Research' (Commencement Date: [redacted], A research institution, that has not commenced any research before 01/10/2017, must submit the notification no later than 30 days before the commencement of its first human biomedical research. Please provide reasons for the late notification.), 'Details of Principal Person in Charge' (ID No., Name, Designation), and 'Action Remarks'. The form is partially filled with redacted information. At the bottom, there are buttons: 'First', 'Cancel', 'Previous', and 'Proceed to Submit'.

Submitting Notification of Operation

Payment Selection

- Primary OE selects the preferred mode of payment
- Click “Confirm Payment”

Cancel Previous **Confirm Payment**



Notification of Operation Collapse All

General Information

Reference ID: R0 [REDACTED]
Fee Type: Notification of Operation - Submission
Fee Payable Amount: S\$ [REDACTED]

Payment Selection

Please select your preferred payment mode.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.

Payment Mode	Payment Description																
<input type="radio"/>  <small>Powered by stripe</small>	For major international credit cards																
<input type="radio"/> GIRO	<p>Download the GIRO Application form here</p> <p>Complete and return the form by mailing it to Biomedical Research Regulation Branch, Ministry of Health, College of Medicine Building, 16 College Road, Singapore 169854.</p>																
<input type="radio"/> CHEQUE	<p>Please make the cheque payable to Ministry of Health, and send the crossed cheque to Biomedical Research Regulation Branch, Ministry of Health, College of Medicine Building, 16 College Road, Singapore 169854.</p> <p>On the reverse side of the cheque, please write your institution name, institution reference ID, bill reference number and contact number.</p>																
<input type="radio"/> Interbank Transfer	<p>Please indicate RCE-<Your institution reference ID> as the transaction reference/remark, for example, <i>RCE-RI-20170101-0001</i>, and make the payment to</p> <table><tbody><tr><td>Account Number</td><td>001-052109-8</td></tr><tr><td>Account Name</td><td>Ministry of Health (HQ)/Accountant-General</td></tr><tr><td>Bank</td><td>DBS Bank Ltd</td></tr><tr><td>Bank Code</td><td>7171</td></tr><tr><td>Branch Code</td><td>001</td></tr><tr><td>Bank Branch</td><td>Marina Bay Financial Centre</td></tr><tr><td>Address</td><td>12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982</td></tr><tr><td>Swift Address (for foreign banks)</td><td>DBSSGSGG</td></tr></tbody></table>	Account Number	001-052109-8	Account Name	Ministry of Health (HQ)/Accountant-General	Bank	DBS Bank Ltd	Bank Code	7171	Branch Code	001	Bank Branch	Marina Bay Financial Centre	Address	12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982	Swift Address (for foreign banks)	DBSSGSGG
Account Number	001-052109-8																
Account Name	Ministry of Health (HQ)/Accountant-General																
Bank	DBS Bank Ltd																
Bank Code	7171																
Branch Code	001																
Bank Branch	Marina Bay Financial Centre																
Address	12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982																
Swift Address (for foreign banks)	DBSSGSGG																
<input type="radio"/> PayNow Corporate	<p>Please indicate RCE-<Your institution reference ID> as the transaction reference/remark, for example, <i>RCE-RI-20170101-0001</i>, and make the payment to (a) Ministry of Health's UEN: T08GA0015H, or (b) </p>																

For payment by GIRO:

- Download the GIRO Application Form
- Complete and return the form to MOH
- Note: If the form was submitted previously for a tissue bank and the research institution would like to use the same bank account, please email hbr_enquiries@moh.gov.sg.

For payment by cheque:

- Make the cheque payable to **Ministry of Health**
- On the reverse side of the cheque, please write your institution name, institution reference ID, bill reference number and contact number.
- Send the crossed cheque to MOH

Address:

Biomedical Research Regulation Branch,
Ministry of Health,
College of Medicine Building,
16 College Road,
Singapore 169854.

*Note: MOH **will not** be accepting cheque payment from 1 September 2021.*

For payment by Interbank Transfer and PayNow Corporate:

- Indicate **RCE-**<Your institution reference ID>**** as the transaction reference/remark, for e.g., *RCE-RI-20170101-0001*
- Follow the crediting details on the screen

Submitting Notification of Operation

Payment Page

- Primary OE enters payment details
- Click "Pay"



← Ministry of Health - TIARAS

TIARAS PAYMENT
SGD [REDACTED]
TIARAS STRIPE PAYMENT

Powered by **stripe** | [Terms](#) [Privacy](#)

Pay with card

Email

Card information
 
 


Name on card

Country or region
 ▼

Pay SGD [REDACTED]

Submitting Notification of Operation

Payment Acknowledgement

- Primary OE is brought to the payment acknowledgement page
- Notification of Operation has been submitted to MOH
- Note: This page may be printed for reference
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs
- The status of the research institution is now “Incomplete (Pending Notification of IRB)”
- The icon  serves to remind research institutions that selected GIRO, Cheque, Interbank Transfer or PayNow Corporate to submit payment. The icon will be removed after MOH receives the payment.
- Note: The GIRO form, Cheque or Interbank Transfer, or PayNow payment has to reach MOH within 30 days after this submission
- Note: Please check the fee payable before making payment. For refund of fees paid in excess, please email hbr_enquiries@moh.gov.sg with the institution name, institution reference ID and reasons for refund.

Selected Credit/Debit Card

[Print](#) [Collapse All](#)


Notification of Operation

Thank you.
You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.
Please remember to print this page for your reference.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.
If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	RI-20171004-0907	Initial Drafter/Date:	Cheryl Tan Bee Bee, 04/10/2017 12:41
Institution Name:	Ministry of Health	Initial Endorser/Date:	Lee Ah Boon, 04/10/2017 12:45
Status:	Incomplete (Pending Notification of IRB)	Last Modified By/Date:	Lee Ah Boon, 04/10/2017 12:45

Payment Summary

Bill Reference No:	NB-17100412444-0674
Fee Type:	Notification of Operation - Submission
Payment Mode:	VISA
Transaction Number:	5070922405866760203523
Transaction Date:	04/10/2017 12:44
Credit Card Number:	xxxxxxxxxxxx1111
Total Amount Paid:	SGD 

[Print](#)


Selected GIRO/Cheque/Interbank Transfer/PayNow Corporate

[Print](#) [Collapse All](#)


Notification of Operation

Thank you.
You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.
Please remember to print this page for your reference.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.
If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	RI-20171003-0902	Initial Drafter/Date:	Cheryl Tan Bee Bee, 03/10/2017 21:39
Institution Name:	Ministry of Health	Initial Endorser/Date:	Lee Ah Boon, 13/10/2017 22:51
Status:	Incomplete (Pending Notification of IRB) 	Last Modified By/Date:	Cheryl Tan Bee Bee, 13/10/2017 22:51

Payment Summary

Bill Reference No:	NB-171013225149-0689
Fee Type:	Notification of Operation - Submission
Payment Mode:	GIRO
Transaction Date:	13/10/2017 22:51
Total Amount Paid:	SGD 

[Print](#)


Submitting Notification of Operation

Dashboard

- Primary OE may click “Home” to access his dashboard
- The status of the research institution is now “Incomplete (Pending Notification of IRB)”

Selected Credit/Debit Card


Home Manage Profile ▾ Notifications ▾ Applications ▾ Manage Other Institution

 **NOTIFICATION OF OPERATION**

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	<div></div>	
Address:	<div></div>	
PIC Name:	<div></div>	
Status:	Incomplete (Pending Notification of IRB)	
Last Modified By/Date:	<div></div> 04/10/2017	

Selected GIRO/Cheque/Interbank Transfer/PayNow Corporate

Home Manage Profile ▾ Notifications ▾ Applications ▾ Manage Other Institution

 **NOTIFICATION OF OPERATION**

Reference ID:	RI-20171003-0902	View
Institution Name:	Ministry of Health	
Contact No:	<div></div>	
Address:	<div></div>	
PIC Name:	<div></div>	
Status:	Incomplete (Pending Notification of IRB) ⚠	
	Change Payment Mode	
Last Modified By/Date:	<div></div> 13/10/2017	

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up research institution's profile in TIARAS
- Creating other users in TIARAS

2. Notifications

- Submitting notification of operation
- Submitting notification of institutional review board

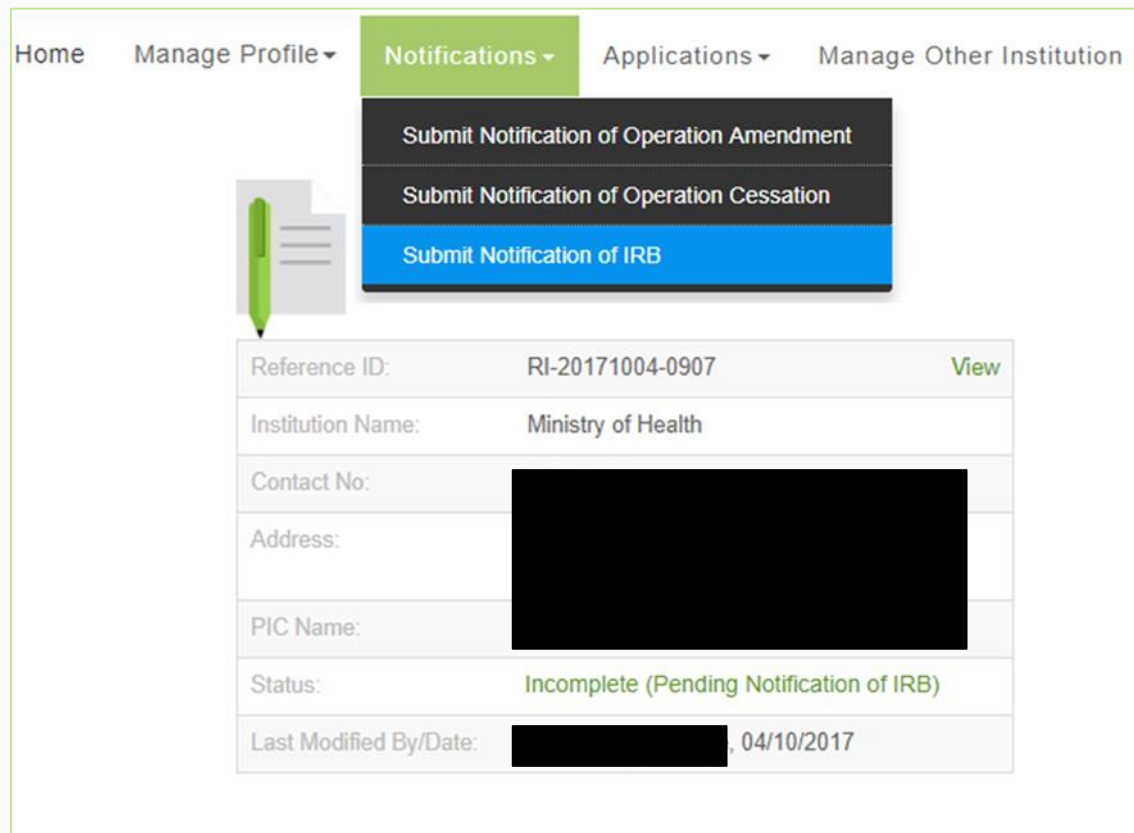
3. Other Functions

- Changing payment mode to credit/debit card
- Amending profile of research institution
- Amending notification of operation
- Amending notification of institutional review board
- Adding new user/Editing user profile/Changing user roles
- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of IRB”



The screenshot displays the TIARAS web application interface. At the top, there is a navigation bar with the following links: Home, Manage Profile, Notifications, Applications, and Manage Other Institution. The 'Notifications' link is highlighted, and a dropdown menu is open, showing three options: 'Submit Notification of Operation Amendment', 'Submit Notification of Operation Cessation', and 'Submit Notification of IRB'. The 'Submit Notification of IRB' option is selected and highlighted in blue.

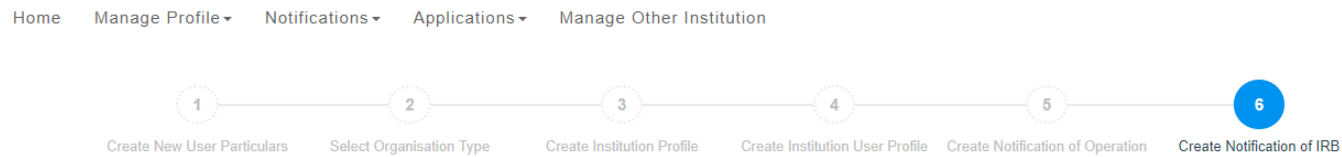
Below the dropdown menu, there is a form for submitting a notification of IRB. The form contains the following fields:

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:	[Redacted]	
PIC Name:	[Redacted]	
Status:	Incomplete (Pending Notification of IRB)	
Last Modified By/Date:	[Redacted], 04/10/2017	

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Overview



Cancel Previous Clear **Save & Next**

Notification of Institutional Review Board

Expand All

Appointment of Institutional Review Board

+

Action Remarks

Add

Cancel Previous Clear **Save & Next**

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Enter the name of the IRB and its area of research

1

2

3

4

5

6

Create New User ParticularsSelect Organisation TypeCreate Institution ProfileCreate Institution User ProfileCreate Notification of OperationCreate Notification of IRB

CancelPreviousClearSave & Next

Notification of Institutional Review Board

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Appointment of Institutional Review Board

Institutional Review Board

Name of Institutional Review Board:

Area of Research:

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Enter the MCR number and other particulars of the chairperson
- Enter the period of appointment of the chairperson (optional)
- Enter the address, telephone number and email address at which the chairperson may be contacted

Chairperson

* MCR No:

Example: M12345Z

*

- Select -

Name:

* Occupation:

Period of Appointment:

From:

To:

Chairperson's Contact Information

* Postal Code:

* Country:

Singapore

* Block No:

* Street Name:

Level:

Unit:

Building:

Department:

* Contact No:

* Email Address:

Add Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Action
-----	------------------	--------------------	------------	-----------------------	-------------	------------------	---------	------------	---------------	--------

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Click “Add Institutional Review Board”
- The chairperson’s details will be populated in the table
- If there is more than one IRB, enter the details of the next chairperson

Chairperson

* MCR No:
Example: M12345Z

* Name:

- Select -

* Occupation:

Period of Appointment: From:

To:

Chairperson's Contact Information

* Postal Code:

* Block No:

Level:

Unit:

* Contact No:

* Country:

* Street Name:

Building:

Department:

* Email Address:

Add Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Action
1			Dr	01/11/2017 - 31/10/2022		Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			

Submitting Notification of IRB

Step 6: Create Notification of IRB

- User can enter “Action Remarks” as, for e.g. a note to the next user
- Click “Save & Next” to continue

Action Remarks

Add

Cancel

Previous

Clear

Save & Next

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Preview the notification
- Click “Proceed to Submit”
- The notification will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

Print

Cancel

Previous

Proceed to Submit

Preview Notification of Institutional Review Board

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: RI-20171004-0907

Initial Drafter/Date: Cheryl Tan Bee Bee, 13/10/2017 23:35

Status: Draft

Initial Endorser/Date:

Last Modified By/Date: Cheryl Tan Bee Bee, 13/10/2017 23:35

Appointment of Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address
1			Dr	01/11/2017 - 31/10/2022		Cardiology, Haematology	Blk 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854		

Action Remarks

Print

Cancel

Previous

Proceed to Submit

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Primary OE logs in to TIARAS
- The notification with status “Pending Review by OE” can be viewed in his dashboard
- Click “Pending Review by OE” to access the notification

Note: Primary OE and Covering OE are able to review the notification

MINISTRY OF HEALTH SINGAPORE

TIARAS TISSUE & RESEARCH APPLICATION SYSTEM

Singapore Government Integrity • Service • Excellence

Home Manage Profile Notifications Applications Manage Other Institution

NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:		
Address:		
PIC Name:		
Status:	Incomplete (Pending Notification of IRB)	
Last Modified By/Date:		

NOTIFICATION OF IRB

Reference ID:	RI-20171004-0907	View
Status:	Pending Review by OE	
Last Modified By / Date:		

Resources / Other Links

For more information on the Human Biomedical Research Act

Report Vulnerability | Privacy Statement | Terms of Use

Submitting Notification of IRB

Step 6: Create Notification of IRB

- Primary OE is brought to Step 6
- Review the notification
- Click “Save & Next”

Note: Primary OE can click other buttons, for e.g.:

- Return to OA: To route the notification back to the OA

1 2 3 4 5 6

Create New User (Personnel) Select Organisation Type Create Institution Profile Create Institution User (Faculty) Create Institution of Operation **Create Notification of IRB**

Cancel Previous Clear **Delete Draft** Return to OA **Save & Next**

Notification of Institutional Review Board

Note
This notification will take approximately 10 minutes to complete.
Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.
Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to SDOH no later than 30 days after the change.
Consent
By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purpose of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: [redacted] Initial Draft Date: [redacted]
Status: Pending Review by OE Initial Endorse Date: [redacted]
Last Modified By Date: [redacted]

Appointment of Institutional Review Board

Institutional Review Board

Name of Institutional Review Board: [redacted] Area of Research: [redacted]

Chairperson

*MCR No: [redacted]
*Name: [redacted] *Occupation: [redacted]
*Period of Appointment: From: [redacted] To: [redacted]

Chairperson's Contact Information

*Postal Code: [redacted] *Country: Singapore
*Block No: [redacted] *Street Name: [redacted]
*Level: [redacted] *Unit: [redacted] *Building: [redacted]
*Contact No: [redacted] *Email Address: [redacted]

Add Institutional Review Board

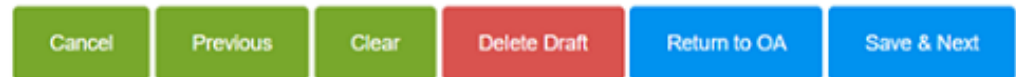
SN	Chairperson Name	Chairperson ID	Occupation	Period of Appointment	Name	Area of Research	Address	Contact No	Email Address	Action
1	Dr. [redacted]	10123456	Cardiology, Neurology	01/10/2017 - 31/10/2022	[redacted]	Cardiology, Neurology	10 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, SINGAPORE 119054	[redacted]	[redacted]	[redacted]

Action Remarks

[redacted]

Add

Cancel Previous Clear **Delete Draft** Return to OA **Save & Next**



Submitting Notification of IRB

Step 6: Create Notification of IRB

- Primary OE preview the notification
- Click “Proceed to Submit”

1

Create New User Particulars

2

Select Organisation Type

3

Create Institution Profile

4

Create Institution User Profile

5

Create Notification of Operation

6

Create Notification of IRB

Print

Cancel

Previous

Proceed to Submit

Preview Notification of Institutional Review Board

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: IR- [REDACTED] Initial Drafter/Date: [REDACTED]

Status: Pending Review by OE Initial Endorser/Date: [REDACTED]

Last Modified By/Date: [REDACTED]

Appointment of Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address
1	[REDACTED]	[REDACTED]	Dr	01/11/2017 - 31/10/2022	[REDACTED]	Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854	[REDACTED]	[REDACTED]

Action Remarks

Print

Cancel

Previous

Proceed to Submit

Submitting Notification of IRB

Acknowledgement

- Primary OE is brought to the acknowledgement page
- Notification of IRB has been submitted to MOH
- This page may be printed for reference
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs as well
- The status of the research institution is now “Active”

[Print](#)[Collapse All](#)

Notification of Institutional Review Board

Thank you.

You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.

Please remember to print this page for your reference.

General Information

Reference ID:	RI-20171004-0907	Initial Drafter/Date:	[REDACTED] 13/10/2017 23:35
Status:	Active	Initial Endorser/Date:	[REDACTED] 16/10/2017 14:49
		Last Modified By/Date:	[REDACTED] 16/10/2017 14:49

[Print](#)

Submitting Notification of IRB

Dashboard

- Primary OE may click “Home” to access his dashboard
- The status of the research institution is now “Active”

[Home](#) [Manage Profile ▾](#) [Notifications ▾](#) [Applications ▾](#) [Manage Other Institution](#)



NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:		
PIC Name:		
Status:	Active	
Last Modified By/Date:	[REDACTED]	04/10/2017



NOTIFICATION OF IRB

Reference ID:	RI-20171004-0907	View
Status:	Active	
Last Modified By / Date:	[REDACTED]	16/10/2017

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up research institution's profile in TIARAS
- Creating other users in TIARAS

2. Notifications

- Submitting notification of operation
- Submitting notification of institutional review board

3. Other Functions

- Changing payment mode to credit/debit card
- Amending profile of research institution
- Amending notification of operation
- Amending notification of institutional review board
- Adding new user/Editing user profile/Changing user roles
- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation

Changing payment mode


For research institutions which selected GIRO/Cheque/Interbank Transfer/PayNow Corporate but wishes to pay by credit/debit card

- Click “Change Payment Mode”

[Home](#) [Manage Profile ▾](#) [Notifications ▾](#) [Applications ▾](#) [Manage Other Institution](#)



NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	<div></div>	
Address:		
PIC Name:		
Status:	Active 	Change Payment Mode
Last Modified By/Date:	<div></div>	04/10/2017



NOTIFICATION OF IRB

Reference ID:	RI-20171004-0907	View
Status:	Active	
Last Modified By / Date:	<div></div>	16/10/2017

Changing payment mode

For research institutions which selected GIRO/Cheque/Interbank Transfer/PayNow Corporate but wishes to pay by credit/debit card

- Select the credit/debit card option
- Click “Confirm Payment”

Cancel

Confirm Payment

Notification of Operation

Collapse All

General Information

Reference ID: RI-20171004-0907

Fee Type: Notification of Operation - Submission

Fee Payable Amount: S\$ [REDACTED]


Payment Selection

Please select your preferred payment mode.

Payment Mode

Payment Description

☐



Powered by stripe

For major international credit cards

Cancel

Confirm Payment

50

Changing payment mode

Payment Page

- Enter payment details
- Click "Pay"

← Ministry of Health - TIARAS

TIARAS PAYMENT

SGD [REDACTED]

TIARAS STRIPE PAYMENT

Powered by **stripe** | [Terms](#) [Privacy](#)

Pay with card

Email

Card information

1234 1234 1234 1234



MM / YY

CVC



Name on card

Country or region

Singapore



Pay SGD [REDACTED]

Changing payment mode

Payment Acknowledgement

- User is brought to the payment acknowledgement page
- Payment has been made
- Note: This page may be printed as proof of payment.
- The icon ⚠ has disappeared

Print

Collapse All

Notification of Operation

Thank you.

You have successfully made the payment.

Please remember to print this page for your reference.

General Information

Reference ID: RI-20171004-0907

Initial Drafter/Date: [REDACTED]

Institution Name: Ministry of Health

Initial Endorser/Date: [REDACTED]

Status: Active

Last Modified By/Date: [REDACTED]

Payment Summary

Bill Reference No: [REDACTED]

Fee Type: Notification of Operation - Submission

Payment Mode: VISA

Transaction Number: [REDACTED]

Transaction Date: [REDACTED]

Credit Card Number: xxxxxxxxxxxx1111

Total Amount Paid: SGD [REDACTED]

Print

Amending profile of research institution

Amend profile

- Login to TIARAS
- Under “Manage Profile”, select “Manage Institution Profile”

Home Manage Profile ▾ Notifications ▾ Applications ▾ Manage Other Institution

Manage Institution Profile

Manage Institution User Profile ▾

NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:		
PIC Name:		
Status:	Active	
Last Modified By/Date:	[REDACTED]	04/10/2017



NOTIFICATION OF IRB

Reference ID:	RI-20171004-0907	View
Status:	Active	
Last Modified By / Date:	[REDACTED]	16/10/2017

Amending profile of research institution

Amend profile

- The information previously entered will be displayed.
- Make changes where necessary
- Click “Save”, “Yes”

CancelSave

Edit Institution ProfileCollapse All

General Information

Reference ID: RI-20171004-0907

Initial Drafter/Date:

Initial Endorser/Date:

Last Modified By/Date:

Research Institution Profile

The research institution shall have a point of contact for members of the public, including existing and potential research subjects of the research institution. This point of contact may be the principal person in charge of the research institution designated in accordance with the Human Biomedical Research Act.

The information below will be published by the Ministry of Health in a public list of research institutions. Please ensure that all information on the public list is accurate, factually correct and complies with all Singapore laws. The Ministry of Health will not be liable for any information on the public list which is inaccurate, factually incorrect or is in breach of any Singapore laws.

UEN:

* Institution Name:

Public Contact Information

* Contact No:

* Email Address:

Address of Site(s) in which Research is Conducted

* Postal Code:

* Country:

City:

State:

* Block No:

* Street Name:

Level: Unit:

Building:

Department:

Contact No:

Email Address:

Add Research Site

S/N	Country	Address	Department	Contact No	Email Address	Action
1	Singapore	Bk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING #01 -01 Singapore 169554		<input type="text"/>		/ ✕

Save

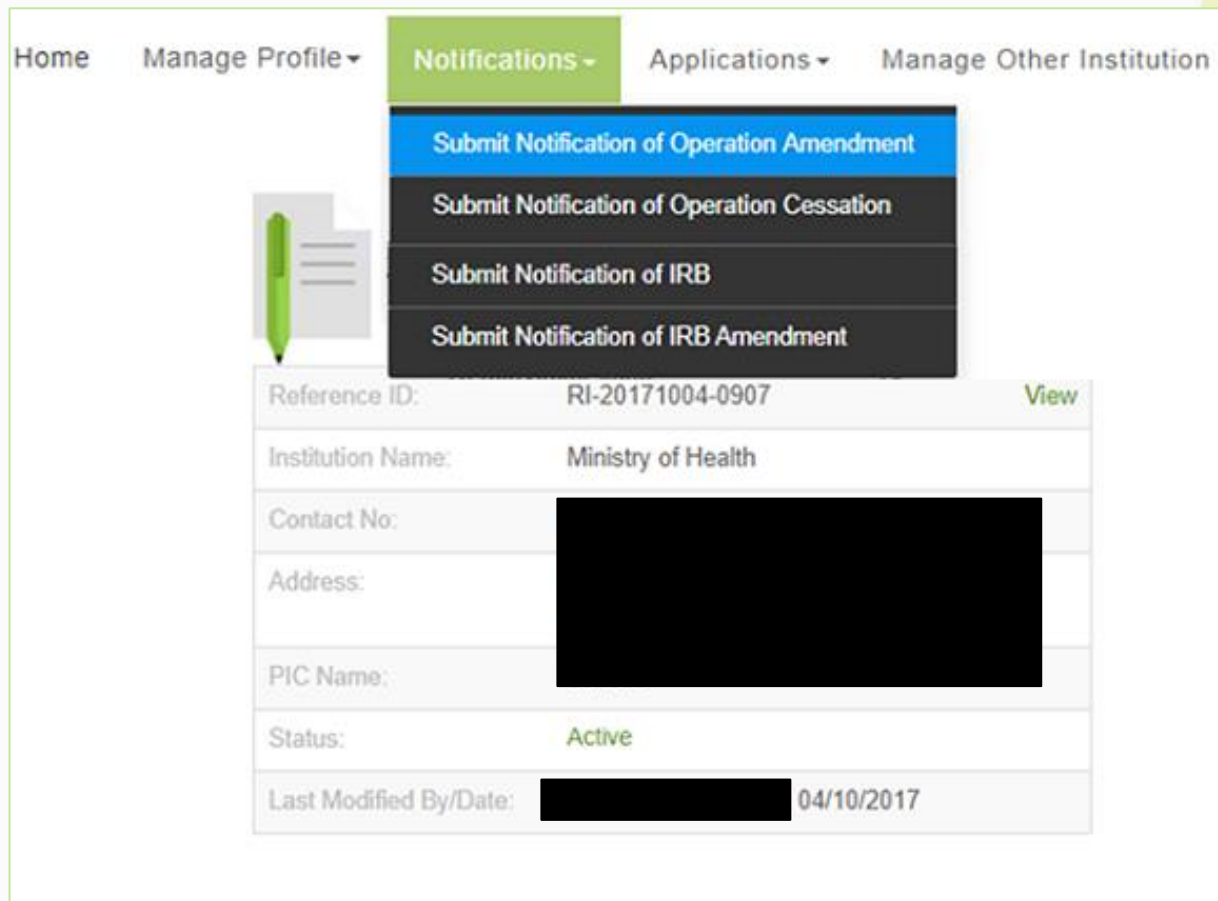
Are you sure you want to save the institution profile changes?

YesNo

Amending notification of operation

Amend notification

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of Operation Amendment”



The screenshot displays the TIARAS web application interface. At the top, there is a navigation bar with the following links: Home, Manage Profile, Notifications, Applications, and Manage Other Institution. The 'Notifications' link is highlighted, and a dropdown menu is open, showing four options: Submit Notification of Operation Amendment (highlighted in blue), Submit Notification of Operation Cessation, Submit Notification of IRB, and Submit Notification of IRB Amendment.

Below the dropdown menu, there is a form for submitting a notification. The form contains the following fields:

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:	[Redacted]	
PIC Name:	[Redacted]	
Status:	Active	
Last Modified By/Date:	[Redacted]	04/10/2017

Amending notification of operation

Amend notification

- The information previously entered will be displayed.
- Make changes where necessary
- Click “Preview”
- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

The screenshot shows a web form titled "Notification of Operation Amendment". At the top, there are three buttons: "Print" (green), "Cancel" (green), and "Preview" (blue). Below the title bar, there is a "Collapse All" link. A red-bordered box contains a "Note" stating that the notification will take approximately 10 minutes to complete, and a "Consent" section where the user agrees to the terms of the notification. Below the note, there are sections for "General Information" and "Details of Research Institution". The "General Information" section includes fields for "Reference ID", "Status", "Initial Drafter/Date", "Initial Endorser/Date", and "Last Modified By/Date". The "Details of Research Institution" section includes fields for "UEN" and "Institution Name". At the bottom, there are sections for "Contact Information" and "Place of Business".

Print Cancel Preview

Notification of Operation Amendment

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: RI- [REDACTED] Initial Drafter/Date: [REDACTED]

Status: Active Initial Endorser/Date: [REDACTED]

Last Modified By/Date: [REDACTED]

Details of Research Institution

UEN: [REDACTED] * Institution Name: Ministry of Health

Contact Information

Place of Business

Amending notification of operation

Amend notification

- Primary OE logs in to TIARAS
- Click “Amendment Pending Review by OE” to access the amendment
- Review the amendment
- Click “Preview”
- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to MOH
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs
- The status of the research institution is now “Active”

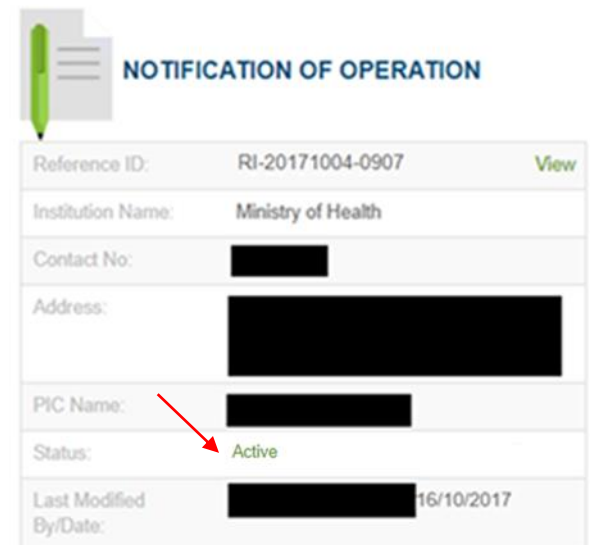
Note: Primary OE and Covering OE are able to review the amendment

Note: The amendment must be submitted to MOH no later than 30 days after the change



NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Amendment Pending Review by OE	
Last Modified By/Date:	[REDACTED] 04/10/2017	



NOTIFICATION OF OPERATION

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active	
Last Modified By/Date:	[REDACTED] 16/10/2017	

Amending notification of IRB

Amend notification

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of IRB Amendment”

The screenshot shows the TIARAS web interface. At the top, there are navigation tabs: Home, Manage Profile, Notifications (selected), Applications, and Manage Other Institution. A dropdown menu is open under 'Notifications', showing four options: 'Submit Notification of Operation Amendment', 'Submit Notification of Operation Cessation', 'Submit Notification of IRB', and 'Submit Notification of IRB Amendment' (which is highlighted in blue). Below the menu, there are two forms. The left form is for a general notification, and the right form is specifically for an IRB notification.

Notifications Menu:

- Submit Notification of Operation Amendment
- Submit Notification of Operation Cessation
- Submit Notification of IRB
- Submit Notification of IRB Amendment

Notification Form (Left):

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:	[Redacted]	
PIC Name:	[Redacted]	
Status:	Active	
Last Modified By/Date:	[Redacted] 16/10/2017	


Notification Form (Right):

NOTIFICATION OF IRB

Reference ID:	RI-20171004-0907	View
Status:	Active	
Last Modified By / Date:	[Redacted] 16/10/2017	

Amending notification of IRB

Amend notification

- The information previously entered will be displayed. Click the  icon to edit the information. Enter the reason for change. Click “Save”

Appointment of Institutional Review Board

Institutional Review Board

Name of Institutional Review Board: Area of Research:

Chairperson

* MCR No: Example: M12345Z

* Name: * Occupation:

Period of Appointment: From: To:

Chairperson's Contact Information

* Postal Code: * Country:


* Block No: * Street Name:


Level: Unit: Building:

Department:

* Contact No: * Email Address:

* Reason for Change:

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change	Action
1			Dr	01/11/2017 - 31/10/2022		Cardiology, Haematology	Blk 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854				

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change	Action
1			Dr	01/11/2017 - 30/06/2021		Cardiology, Haematology	Blk 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854			Chairperson stepped down due to retirement.	

Amending notification of IRB

Amend notification

- To add IRB, enter the information and click “Add Institutional Review Board”. The details will be populated in the table.

Chairperson's Contact Information

* Postal Code:	169854	* Country:	Singapore
* Block No:	16	* Street Name:	COLLEGE ROAD
Level:		Building:	COLLEGE OF MEDICINE BUILDING
Unit:		Department:	
* Contact No:		* Email Address:	
* Reason for Change:	New chairperson appointed to the board after the previous chairperson stepped down due to retirement.		

Add Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change	Action
1			Dr	01/11/2017 - 30/06/2021		Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			Chairperson stepped down due to retirement.	

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change	Action
1			Dr	01/11/2017 - 30/06/2021		Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			Chairperson stepped down due to retirement.	
2			Consultant	01/07/2021 - 31/10/2022		Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			New chairperson appointed to the board after the previous chairperson stepped down due to retirement.	

Amending notification of IRB

Amend notification

- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

PrintCancelPreviousProceed to Submit

Preview Notification of Institutional Review Board Amendment

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: R[REDACTED]

Initial Drafter/Date: [REDACTED] 03/07/2021 20:02

Status: Active

Initial Endorser/Date: [REDACTED] 03/07/2021 20:04

Last Modified By/Date: [REDACTED] 03/07/2021 20:04

Appointment of Institutional Review Board

S/N	Chairperson Name	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change
1	[REDACTED]	[REDACTED]	Dr	01/11/2017 - 30/06/2021	[REDACTED]	Cardiology, Haematology	Blk 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854	[REDACTED]	[REDACTED]	Chairperson stepped down due to retirement.
2	[REDACTED]	[REDACTED]	Consultant	01/07/2021 - 31/10/2022	[REDACTED]	Cardiology, Haematology	Blk 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854	[REDACTED]	[REDACTED]	New chairperson appointed to the board after the previous chairperson stepped down due to retirement.

Action Remarks

PrintCancelPreviousProceed to Submit

Amending notification of IRB


Amend notification

- Primary OE logs in to TIARAS
- Click “Amendment Pending Review by OE” to access the amendment
- Review the amendment
- Click “Preview”
- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to MOH
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs

Note: Primary OE and Covering OE are able to review the amendment

Note: Any change in the chairperson must be submitted to MOH no later than 30 days after the change


Home Manage Profile ▾ Notifications ▾ Applications ▾ Declaration Manage Other Institution

 **NOTIFICATION OF OPERATION**

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	<div></div>	
Address:	<div></div>	
PIC Name:	<div></div>	
Status:	Active	
Last Modified By/Date:	<div></div> 03/07/2021	

 **NOTIFICATION OF IRB**

Reference ID:	RI-20171004-0907	View
Status:	Amendment Pending Review by OE	
Last Modified By / Date:	<div></div> 03/07/2021	

 **NOTIFICATION OF IRB**

Reference ID:	RI-20210330-0197	View
Status:	Active	
Last Modified By / Date:	userS2124914I, 03/07/2021	

Adding new user/Editing user profile/Changing user roles

Add new user

- Login to TIARAS
- Under “Manage Profile”, select “Add User Profile”

The screenshot shows the 'Manage Profile' dropdown menu with the following options:

- Manage Institution Profile
- Manage Institution User Profile ▶
- Add User Profile (highlighted in blue)
- Search / Edit User Profile

Below the menu, a user profile card is displayed with the following details:

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:	[Redacted]	
PIC Name:	[Redacted]	
Status:	Active	
Last Modified By/Date:	[Redacted] 16/10/2017	

Adding new user/Editing user profile/Changing user roles

Add new user

- Enter the details of the new user. Note that the ID number has to be the number used when creating his/her Corppass account.
- Click “Save”
- An email will be sent to the new user. The new user would be able to access the research institution’s TIARAS account after entering his/her Corppass credentials.

Add User Profile

User Particulars

* ID No:

NRIC

This refers to the number used when creating the Corppass account.

Designation:

* Name:

Ms

Tan Mu Lan

Institution Role

* Role:

Organisation Endorser (OE)

OE Type:

Covering

Contact Information

* Contact No:

Email Address:

tanmulan@moh.gov.sg

Cancel

Save

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Login to TIARAS
- Under “Manage Profile”, select “Search/Edit User Profile”

The screenshot shows the 'Manage Profile' dropdown menu with the following options:

- Manage Institution Profile
- Manage Institution User Profile ▶
- Add User Profile
- Search / Edit User Profile

A green arrow points to the 'Search / Edit User Profile' option. Below the menu, a user profile card is displayed with the following details:

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:		
PIC Name:		
Status:	Active	
Last Modified By/Date:	[Redacted]	16/10/2017

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Click on the user's name

Search User Profile

Name:

Institution Status: ☐ Active ☐ Deactivated

User Role:

-- Select --
Organisation Endorser (OE)
Organisation Administrator (OA)
Organisation Viewer (OV)

Search

Clear

Export

Showing 1 to 2 of 2 results

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX653B	Lee Ah Boon	OE	Primary	Administrative Officer	leeahboon@moh.gov.sg	ACTIVE
2	SXXXX717H	Cheryl Tan Bee Bee	OA			cheryltan@moh.gov.sg	ACTIVE

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Make changes where necessary
- Click “Save”, “Yes”
- An email will be sent to the user

Edit User

Update

Are you sure you want to save the user profile changes?

Yes

No

Name:

Mr

Lee An Boon

Institution Status:

☒ Active ☐ Deactivated ⓘ

Institution Role

* Role:

Organisation Endorser (OE) ⓘ

OE Type:

Primary

Contact Information

* Contact No:

██████

* Email Address:

████████████████████

Cancel

Save

Adding new user/Editing user profile/Changing user roles

Change user role

- Select the new user role
- If the user is the new Primary OE, the current Primary OE will be changed to a Covering OE

Edit User Profile

User Particulars

* ID No:

NRIC

[REDACTED]

Designation:

* Name:

Ms

Tan Mu Lan

* Institution
Status:

☒ Active ☐ Deactivated [i](#)

Institution Role

* Role:

Organisation Endorser (OE)



OE
Type:

Primary

Contact Information

* Contact No:

There is an existing Primary OE. Do you want to change the current Primary OE to be a Covering OE?

Yes

No

Deactivating TIARAS users who left institution

Search and edit user profile

- Enter the user's profile page

Search User Profile

Name:

Institution Status: ☐ Active ☐ Deactivated

User Role:

-- Select --
Organisation Endorser (OE)
Organisation Administrator (OA)
Organisation Viewer (OV)

Showing 1 to 1 of 1 results

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX587C	Tan Mu Lan	OE	Covering		tanmulan@moh.gov.sg	ACTIVE

Deactivating TIARAS users who left institution

Search and edit user profile

- Click “Deactivated”, “Save”, “Yes”
- Deactivated users would stop receiving automated emails from TIARAS

Edit User Profile

User Particulars

* ID No: NRIC [REDACTED] Designation: [REDACTED]
* Name: Ms Tan Mu Lan * Institution Status: ☒ Active ☐ Deactivated ⓘ

Institution Role

* Role:

This refers to the account status of the user in the institution. Institution Status should be changed to Deactivated if the user has left the institution.

* Name: Ms Tan Mu Lan * Institution Status: ☐ Active ☒ Deactivated ⓘ

Institution Role

* Role: Organ

Contact Information

* Contact No: 911111

Cancel

Save

Update

Are you sure you want to save the user profile changes?

Yes

No

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX587C	Tan Mu Lan	OE	Covering		tanmulan@moh.gov.sg	DEACTIVATED

Submitting notification of cessation of operation

Submitting notification of cessation

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of Operation Cessation”

The screenshot displays the TIARAS web application interface. At the top, there is a navigation bar with the following links: Home, Manage Profile, Notifications (highlighted in green), Applications, and Manage Other Institution. Below the navigation bar, a dropdown menu is open under 'Notifications', showing four options: 'Submit Notification of Operation Amendment', 'Submit Notification of Operation Cessation' (highlighted in blue), 'Submit Notification of IRB', and 'Submit Notification of IRB Amendment'. To the left of the dropdown menu, there is a green icon of a document with a pencil. Below the dropdown menu, there is a form for 'Notification of IRB'. The form contains the following fields: Reference ID: RI-20171004-0907 (with a 'View' link), Institution Name: Ministry of Health, Contact No: [Redacted], Address: [Redacted], PIC Name: [Redacted], Status: Active, and Last Modified By/Date: [Redacted] 16/10/2017. To the right of the dropdown menu, there is a green icon of a person with a speech bubble. Below the icon, there is a section titled 'NOTIFICATION OF IRB' which contains the following fields: Reference ID: RI-20171004-0907 (with a 'View' link), Status: Active, and Last Modified By / Date: [Redacted] 16/10/2017.

Reference ID:	RI-20171004-0907	View
Institution Name:	Ministry of Health	
Contact No:	[Redacted]	
Address:	[Redacted]	
PIC Name:	[Redacted]	
Status:	Active	
Last Modified By/Date:	[Redacted] 16/10/2017	

Reference ID:	RI-20171004-0907	View
Status:	Active	
Last Modified By / Date:	[Redacted] 16/10/2017	

Submitting notification of cessation of operation

Submitting notification of cessation

- Click “Preview”

[Print](#) [Cancel](#) [Preview](#)

Notification of Operation Cessation

[Collapse All](#)

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID:	RI- [REDACTED]	Initial Drafter/Date:	Cheryl Tan Bee Bee , 17/10/2019 19:12
Status:	Active	Initial Endorser/Date:	Lee Ah Boon , 17/10/2019 20:06
		Last Modified By/Date:	Lee Ah Boon , 17/10/2019 20:06

Details of Research Institution

UEN:	[REDACTED]	* Institution Name:	Ministry of Health
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Contact Information

Place of Business

Confirm Cessation

The Human Biomedical Research Act requires a research institution to submit a notification of its intention to cease operating as a research institution not less than 30 days before the cessation of operation.

* Cessation Reasons:

* Date of Cessation:

[Upload Files](#)

* What is the plan for the:

- Manner of disposal or transfer of the health information and human biological material held by or in the possession of the research institution?
- Transfer of the ongoing human biomedical research under the supervision and control of the research institution?

☐ Transfer to another research institution

Address and Contact Information of Receiving Research Institution

* Name of the Receiving Research Institution:

* Postal Code:

* Country:

City:

State:

* Block No:

* Street Name:

Level:

Building:

Unit:

Department:

Contact No:

Email Address:

[Add Receiving Research Institution](#)

S/N	Receiving Research Institution	Country	Address	Department	Contact No	Email Address	Action
-----	--------------------------------	---------	---------	------------	------------	---------------	--------

* Please indicate whether the receiving research institution will appoint your research institution's institutional review board to continue reviewing the human biomedical research to be transferred, or whether the receiving research institution's own institutional review board will conduct a fresh review of the transferred research.

☐ Others, please specify (e.g. ongoing human biomedical research will cease; health information and human biological material will be destroyed)

[Close](#) [Submit](#)

To rate our e-Service, [click here](#)

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Submitting notification of cessation of operation

Submitting notification of cessation

- Enter the reason(s) for ceasing the operation of the research institution and the date of cessation.
- Note: The notification of cessation must be submitted to MOH at least 30 days before the date of cessation.

Confirm Cessation

The Human Biomedical Research Act requires a research institution to submit a notification of its intention to cease operating as a research institution not less than 30 days before the cessation of operation.

* Cessation Reasons:

* Date of Cessation:

Upload Files

Submitting notification of cessation of operation

Entering plan of cessation of the research institution

- Plan for the manner of disposal or transfer of the health information and human biological material held by or in the possession of the research institution and transfer of the ongoing human biomedical research

- * What is the plan for the:
- Manner of disposal or transfer of the health information and human biological material held by or in the possession of the research institution?
 - Transfer of the ongoing human biomedical research under the supervision and control of the research institution?

☐ Transfer to another research institution

Address and Contact Information of Receiving Research Institution

* Name of the Receiving Research Institution:

* Postal Code:

City:

* Block No:

Level:

Unit:

Contact No:

* Country:

Singapore

State:

* Street Name:

Building:

Department:

Email Address:

Add Receiving Research Institution

S/N	Receiving Research Institution	Country	Address	Department	Contact No	Email Address	Action
-----	--------------------------------	---------	---------	------------	------------	---------------	--------

* Please indicate whether the receiving research institution will appoint your research institution's institutional review board to continue reviewing the human biomedical research to be transferred, or whether the receiving research institution's own institutional review board will conduct a fresh review of the transferred research.

☐ Others, please specify (e.g. ongoing human biomedical research will cease; health information and human biological material will be destroyed)

Close

Submit

Submitting notification of cessation of operation

Entering plan of cessation of the research institution

- If there is transfer of any health information, human biological material or ongoing human biomedical research to another research institution, enter the name, address and contact particulars of the receiving research institution.
- Enter the postal code
- Block number, street name and building (if applicable) will be populated

☒ Transfer to another research institution

Address and Contact Information of Receiving Research Institution

* Name of the Receiving Research Institution: Ministry of Health

* Postal Code: 169854 * Country: Singapore

City: State:

* Block No: 16 * Street Name: COLLEGE ROAD

Level: 01 Building: COLLEGE OF MEDICINE BUILDING

Unit: 01 Department:

Contact No: 61234567 Email Address: rij@moh.gov.sg

Add Receiving Research Institution

S/N	Receiving Research Institution	Country	Address	Department	Contact No	Email Address	Action
-----	--------------------------------	---------	---------	------------	------------	---------------	--------

Submitting notification of cessation of operation

Entering plan of cessation of the research institution

- Click “Add Receiving Research Institution”
- Address of receiving research institution will be populated in the table
- Continue to add the receiving research institutions
- Complete the cessation plan

☒ Transfer to another research institution

Address and Contact Information of Receiving Research Institution

* Name of the Receiving Research Institution:

* Postal Code:

City:

* Block No:

Level:

Unit:

Contact No:

* Country:

Singapore

State:



* Street Name:

Building:

Department:

Email Address:

Add Receiving Research Institution

S/N	Receiving Research Institution	Country	Address	Department	Contact No	Email Address	Action
1	Ministry of Health	Singapore	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING #01 -01 Singapore 169854		61234567	ri@moh.gov.sg	 

* Please indicate whether the receiving research institution will appoint your research institution's institutional review board to continue reviewing the human biomedical research to be transferred, or whether the receiving research institution's own institutional review board will conduct a fresh review of the transferred research.

Submitting notification of cessation of operation

Entering plan of cessation of the research institution

- Select “Others” if any health information, human biological material or ongoing human biomedical research is not transferred
- Click “Submit”

☐ Others, please specify (e.g. ongoing human biomedical research will cease; health information and human biological material will be destroyed)

Close

Submit

Submitting notification of cessation of operation

Submitting notification of cessation

- The details of cessation will be populated in the table
- Click “Proceed to Submit”

ACTION REMARKS

S/N	Remarks	Date of Cessation	Late Cessation Reason	Uploaded Files	Last Action By	Last Action Date
1	<i>Cessation Reasons:</i> Due to changes in operating situation globally, management decided to stop human biomedical research from 1 August 2021.	01/08/2021		Cessation information.pdf		

Print

Cancel

Previous

Proceed to Submit

Submitting notification of cessation of operation

Submitting notification of cessation

- You will be prompted if you wish to proceed with the cessation notification
- After selecting to proceed, the cessation notification will be submitted to the Primary OE
- An email will be sent to inform all OEs (Primary and Covering), and all OAs

Proceed to Submit

Your research institution may continue to operate even when there is no human biomedical research under its supervision and control.

Please note that upon cessation, a new notification would need to be submitted to MOH no later than 30 days before the commencement of its first human biomedical research under your research institution's supervision and control in the future.

The cessation notification will be routed to OE for review. Please confirm if you wish to proceed.

Yes, I wish to proceed with the cessation notification

No, I do not wish to proceed with the cessation notification

Home Manage Profile ▾ Notifications ▾ Declaration Manage Other Institution

✓ You have successfully submitted the Notification of Operation Cessation

Print

Cancel Cessation

Notification of Operation Cessation

Collapse All

General Information

Reference ID: RI: [REDACTED]

Initial Drafter/Date: [REDACTED]

Status: Cessation Pending Review by OE

Initial Endorser/Date: [REDACTED]

Last Modified By/Date: [REDACTED]

Print

Cancel

Previous

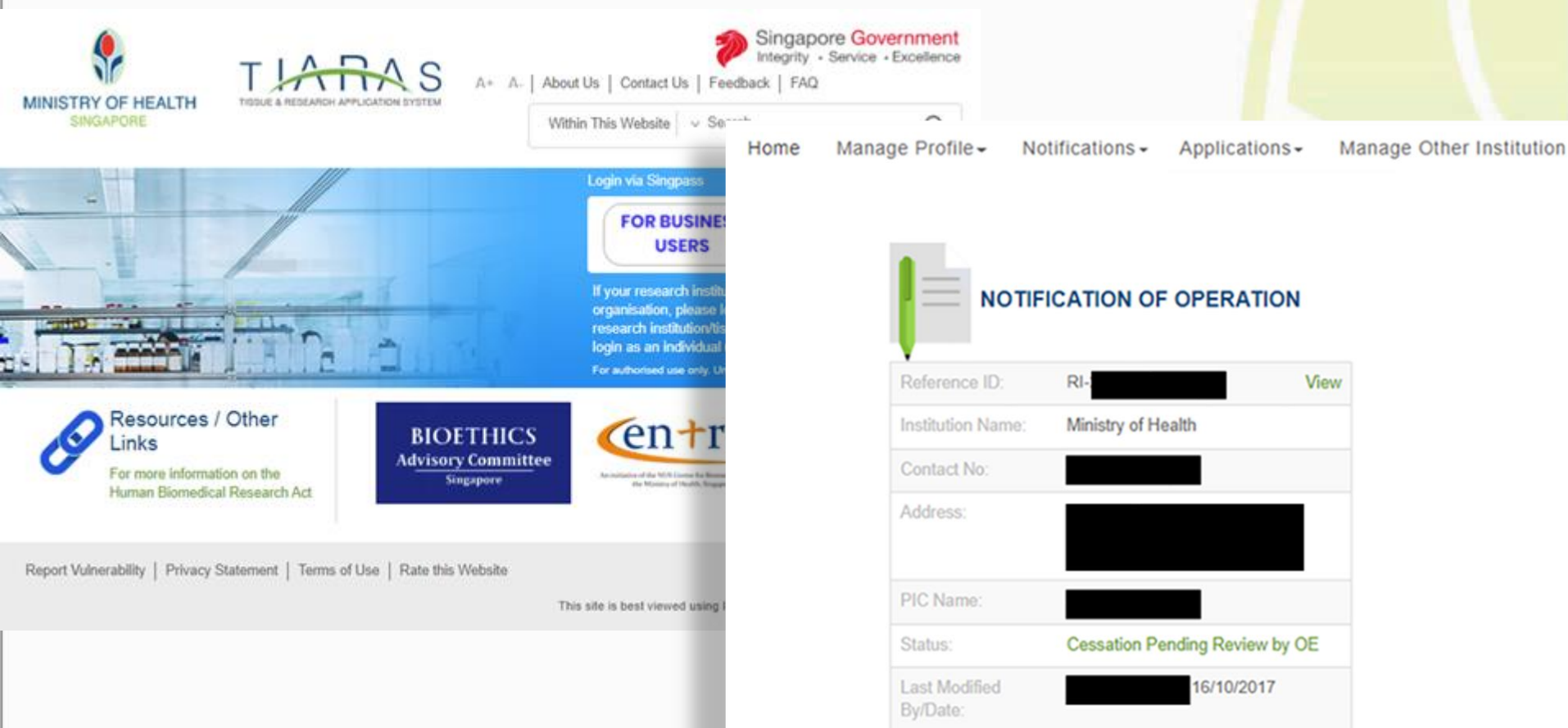
Proceed to Submit

Submitting notification of cessation of operation

Submitting notification of cessation

- Primary OE logs in to TIARAS
- The notification with status “Cessation Pending Review by OE” can be viewed in his dashboard
- Click “Cessation Pending Review by OE” to access the notification

Note: Primary OE and Covering OE are able to review the notification




The screenshot displays the TIARAS (Tissue & Research Application System) website. The header includes the Ministry of Health Singapore logo, the TIARAS logo, and the Singapore Government logo. Navigation links for 'About Us', 'Contact Us', 'Feedback', and 'FAQ' are visible. A search bar is present with the text 'Within This Website'. The main content area features a 'Login via Singpass' button and a 'FOR BUSINESS USERS' section. A 'NOTIFICATION OF OPERATION' pop-up is shown on the right, containing the following information:

Reference ID:	RI- [REDACTED]	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Cessation Pending Review by OE	
Last Modified By/Date:	[REDACTED] 16/10/2017	

Submitting notification of cessation of operation

Submitting notification of cessation

- Click the  icon to review the notification
- Click "Preview"

Note: Primary OE can click other buttons, for e.g.:

- Return to OA: To route the notification back to the OA

Pre Cancel Cancellation Return to OA Preview

Institution of Operation Cancellation

Title
This notification will take approximately 10 minutes to complete.
Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.
Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to HDBH no later than 30 days after the change.

Contact
By submitting this notification, and confirming/verifying any other items in this website, I affirm the Government of the Republic of Singapore to collect, share and use the information submitted herein for the purposes of data analysis, innovation and policy formulation and review. This consent shall be given freely and voluntarily in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: [REDACTED] Initial Creation Date: [REDACTED]
Status: Cancellation Pending Review by OE Initial Endorsement Date: [REDACTED]
Last Modified By Date: [REDACTED]

Details of Research Institution

IRN: [REDACTED] *Institution Name: Ministry of Health

Contact Information

Place of Business

*Postal Code: 109554 *Country: Singapore
*Block No: 16 *Street Name: COLLEGE ROAD
Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING
Department: [REDACTED]
*Contact No: [REDACTED] *Email Address: [REDACTED]

Commencement Date of First Human Biomedical Research

*Commencement Date: [REDACTED]
A research institution that has not commenced any research before 01/01/2017, must submit this notification no later than 30 days before the commencement of its first human biomedical research.
Please provide reasons for the late notification.

Details of Principal Person in Charge

*SI No: [REDACTED] *Designation: [REDACTED]
Name: [REDACTED]

Contact Information

Save my research institution

*Postal Code: 109554 *Country: Singapore
*Block No: 16 *Street Name: COLLEGE ROAD
Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING
Department: [REDACTED]
*Contact No: [REDACTED] *Email Address: [REDACTED]

ACTION REMARKS

Add

IRN: [REDACTED] Status: [REDACTED] Date of Cancellation: 01/08/2021
* Cancellation Reason: Due to changes in operating situation globally, management decided to stop human biomedical research from 1 August 2021.
Cancellation information.pdf [REDACTED]

Pre Cancel Cancellation Return to OA Preview

S/N	Remarks	Date of Cessation	Late Cessation Reason	Uploaded Files	Last Action By	Last Action Date	Action
1	Cessation Reasons: Due to changes in operating situation globally, management decided to stop human biomedical research from 1 August 2021.	01/08/2021		Cessation information.pdf	[REDACTED]	[REDACTED]	

Cancellation Cancellation

The Human Biomedical Research Act requires a research institution to submit a notification of its intention to cease operating as a research institution not less than 30 days before the cessation of operation.

*Cancellation Reason:
Due to changes in operating situation globally, management decided to stop human biomedical research from 1 August 2021.

*Date of Cancellation: 01/08/2021


Upload File
Cancellation information.pdf

*What is the plan for that:
* Transfer of disposal or transfer of the health information and human biological material held by or in the possession of the research institution?
* Transfer of the ongoing human biomedical research under the supervision and control of the research institution?
☒ Transfer to another research institution

Address and Contact Information of Receiving Research Institution

Name of the Receiving Research Institution: [REDACTED]
*Postal Code: [REDACTED] *Country: Singapore
City: [REDACTED] State: [REDACTED]
*Block No: [REDACTED] *Street Name: [REDACTED]
Level: [REDACTED] Building: [REDACTED]
Unit: [REDACTED] Department: [REDACTED]
Contact No: [REDACTED] Email Address: [REDACTED]

Add Receiving Research Institution

Receiving Research Institution	Country	Address	Department	Contact No.	Email Address	Action
1 Ministry of Health	Singapore	8A-16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING #1-11 Singapore 119054		61234567	hdbh@mh.gov.sg	

*Please indicate whether the receiving research institution will appoint your research institution's institutional review board to continue reviewing the human biomedical research to be transferred, or whether the receiving research institution's own institutional review board will conduct a fresh review of the transferred research.
The receiving research institution's own institutional review board will conduct a fresh review of the transferred research.
☒ Others, please specify (e.g. ongoing human biomedical research will cease; health information and human biological material will be destroyed).
Half of the ongoing human biomedical will cease. The others will be transferred to the receiving research institution.

Done Submit

To get me a Service, click here

Submitting notification of cessation of operation

Submitting notification of cessation

- Primary OE previews the notification
- Click “Proceed to Submit”

Prev Cancel Previous **Proceed to Submit**

Preview Notification of Operation Cessation Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation, and the Notification of Institutional Review Board must be notified by the research institution to HDBH no later than 30 days after the change.

Consent

By submitting this notification, and understanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, store and use the information submitted herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: Initial Drafted Date:

Status: Cessation-Pending Review by OE Initial Endorsed Date:

Last Modified By/Date:

Details of Research Institution

UEN: * Institution Name: Ministry of Health

Contact Information

Place of Business

* Postal Code: 100004 * Country: Singapore

* Block No: 10 * Street Name: COLLEGE ROAD

Level: 10th Building: COLLEGE OF MEDICINE BUILDING

* Contact No: * Email Address:

Commencement Date of the First Human Biomedical Research

* Commencement Date:

A research institution, that has not commenced any research before 01/01/2017, must submit the notification no later than 30 days before the commencement of its first human biomedical research.

Please provide reasons for the late notification.

Details of Principal Person in Charge

* ID No: * Designation:

Name:

Contact Information

Same as research institution ☒

* Postal Code: 100004 * Country: Singapore

* Block No: 10 * Street Name: COLLEGE ROAD

Level: 10th Building: COLLEGE OF MEDICINE BUILDING

* Contact No: * Email Address:

ACTION REMARKS

Log

ID#	Remarks	Date of Cessation	Life Cessation Reason	Uploaded File	Last Action By	Last Action Date
1	Cessation Reasons: Due to change in operating situation globally, management decided to stop human biomedical research from 1 August 2021.	01/08/2021	Cessation Information.pdf	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<input type="text" value="2021-08-01"/>

Prev Cancel Previous **Proceed to Submit**

Submitting notification of cessation of operation

Submitting notification of cessation

- You will be prompted if you wish to proceed with the cessation notification
- After selecting to proceed, the cessation notification will be submitted to MOH
- Note: This page may be printed as reference.
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs

Proceed to Submit

Your research institution may continue to operate even when there is no human biomedical research under its supervision and control.

Please note that upon cessation, a new notification would need to be submitted to MOH no later than 30 days before the commencement of its first human biomedical research under your research institution's supervision and control in the future.

The cessation notification will be submitted to MOH. Please confirm if you wish to proceed.

Yes, I wish to proceed with the cessation notification

No, I do not wish to proceed with the cessation notification

Print

✓ You have successfully submitted your Notification of Operation Cessation to MOH. An email notification has been sent to your principal person in charge.

Notification of Operation Cessation

Thank you.

You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.

Please remember to print this page for your reference.

If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.

If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	RI: [REDACTED]	Initial Drafter/Date:	[REDACTED]
Status:	Active	Initial Endorser/Date:	[REDACTED]
		Last Modified By/Date:	[REDACTED]





MINISTRY OF HEALTH
SINGAPORE

For further enquiries, you may email hbr_enquiries@moh.gov.sg