

Tissue and Research Application System (TIARAS) Screenshots for research institutions – notifications of operation and appointment of institutional review board

Version Date: July 2021

Outline

TISSUE & RESEARCH APPLICATION SYSTEM

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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TISSUE & RESEARCH APPLICATION SYSTEM

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Logging in to TIARAS

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



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Last updated on 20 Feb 2019 © 2017, Government of Singapore 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 or Sub-Administrator.

A Singapore Government Agency Website singpass	F T F © Q	
Advisory Note Your Singpass account contains a lot of personal data. Do not share	your username, password and 2FA details with anyone.	
Eug in with Singpass Your trusted digital identity	Singpass app Scan with Singpass app Logging in as Business User	Singpass app Password login Logging in as Business User Singpass ID Password Log in Forgot Singpass ID Reset password
	Deal have Singara and Developed new	Register For Singpass

Logging in to TIARAS



Setting up your profile in TIARAS

Step 1: Create New User Particulars

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



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 Partic	culars		
" ID No:	NRIC	• SXXXX717H	
* Name:	select	•	
* Contact No:			
* Email Address:			

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





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.

(1)	2	3	(4)	6	6
Sreate New User Particulars	Select Organisation Type	Create Institution Profile	Create Institution User Profile	Create Notification of Operation	Create Notification of IRB
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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 \rightarrow 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 Resea	rch Site				
S/N Country	Address	Department	Contact No	Email Address	Action

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	* Country:	Singapore		¥
City:		State:			
* Block No:	16	* Street Name:	COLLEGE ROAD		
Level:	Unit:	Building:	COLLEGE OF MEDIC	INE BUILDING	
		Department:			
Contact No:		Email Address:			
Add Resea	rch Site				
S/N Country	Address	Department	Contact No	Email Address	Action

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.

1	Singapore	Blk 16 COLLEGE ROAD . COLLEGE OF	. 61	234567	moh@moh.gov.sg	/ =
S/N	Country	Address	Department	Contact No	Email Address	Action
	Add Rese	earch Site				
	Contact No:		Email Address:			
			Department:			
	Level:	Unit:	Building:			
	* Block No:		* Street Name:			
	City:		State:			
	* Postal Code:		* Country:	Singapore		•

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		-	
My research institution is conducting human biomedical research involving the following:	Yes	No	
* 1. Human tissue transplantation	\bigcirc	\bigcirc	
* 2. Restricted human biomedical research (as defined in the Fourth Schedule of the Human Biomedical Research Act)	\bigcirc	\bigcirc	
* 3. Direct clinical intervention or invasive clinical procedures	\bigcirc	\bigcirc	
* 4. Other types of human biomedical research, please specify (e.g. exercise physiology)	\bigcirc	\bigcirc	
Profile of my research subjects:			
* 1. Adults who lack mental capacity (as defined in the Mental Capacity Act)	\bigcirc	\bigcirc	
* 2. Pregnant women	\bigcirc	\bigcirc	
* 3. People highly dependent on medical care who may be unable to give consent	\bigcirc	\bigcirc	
* 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)	\bigcirc	0	
* 5. Minors (below 21 years of age and who have never been married)	\bigcirc	\bigcirc	
* 6. Deceased persons	0	\bigcirc	

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"





Step 4: Create Institution User Profile

• The first section shows the general information of the page



Step 4: Create Institution User Profile

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

e Institution User Pro	files						-
* ID No: * Name:	- Select - •		Designati	on:			
Institution Role	e						
* Role:		· ·	OE Ty	- Select -		Ŧ	
Contact Inform	nation						
	User R	ights in Submitti	ng Notification	User Rights in Applying to Conduct Rest Human Biomedical Research			
		View	Draft	Endorse	View	Draft	Endorse
Organisation Endorse (e.g. Principal Person	r (OE) in Charge, Head of Research Office)	~	Ń	Ń	V	N	-
Organisation Administ (e.g. Administrator in I	irator (OA) Research Office)	~	Ń	-	V	N	-
Organisation Viewer (OV)	~	-	-	~	-	-
rHBR Endorser (RE) (e.g. Principal Resear	cher)	-	-	-	V	N	~
(To be created by rHB	R Administrator in rHBR application page)						

User Roles

Organisation Administrator (OA)

e.g. Administrator in Research Office

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

Organisation Endorser (OE)

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

- <u>Endorse</u> notification
- <u>Make payment</u> when endorsing notification
- <u>All functions of OA</u>
- Primary OE
- Covering OE

Organisation Viewer (OV)

<u>Only view</u> all submissions by RI

rHBR Administrator (RA)

e.g. Laboratory Officer

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

rHBR Endorser (RE)

e.g. Principal Researcher (to be created by rHBR Administrator in rHBR application page)

- <u>Endorse</u> specific rHBR application
- <u>All functions of RA</u>
- 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.

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	e Instit	ution User Pr	ofiles					
		* ID No:	- Select -	T		Designation:	:	
		* Name:	- Select -	•				
		Institution Ro	le					
		* Role:			, 3	OE Type:	- Select -	*
		Contact Infor	mation					
	、,	Contact No:				* Email Address:		
		Add User	Profile					
	S/N	ID No	Name	Designation	Role	OE Type Co	ontact No Email Address	Action
	1	SXXXX717H	Cheryl Tan Bee Bee		Organisation Administrator (OA) 9	1234567 cheryltan@moh.gov.sg	/
	2	SXXXX653B	Lee Ah Boon	Research Officer	Organisation Endorser (OE)	Primary 92	2345678 leeahboon@moh.gov.sg	/ 🛍
Cano	cel	Previous	Clear Dele	te & Exit Sav	e & Next			

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Step 5: Create Notification of Operation

Overview

1	2	3		5		
Create New User Particulars	Select Organisation Type	Create Institution Profile	Create Institution User Profile	Create Notification of Operation	Create Notification of IRB	
I Previous Clea	r Delete & Exit	Save & Next				
ation of Operation						
					Expand All	
al Information					+	
of Research Institution					+	
of Principal Person In Ch	arge				+	-
Remarks						
					ti.	
			Add			

Step 5: Create Notification of Operation

• The first section shows the general information of the page

Crea	1 te New User Particul	ars Sele	2 ect Organisation Type	3 Create Institution Profile	4 Create Institution User Profile	5 Create Notification of Operation	Create Notification of IRB
Cancel	Previous	Clear	Delete & Exit	Save & Next			
Notification	of Operation						
	Note This noti Please e Regulati Any char research <u>Consent</u> By subm share an governed	fication will a nsure that a ons, as well nges to the i institution t itting this no d use the in d by and cor	take approximately 10 and as with all Singapore la swith all Singapore la nformation provided in o MOH no later than 30 otification, and notwiths formation contained he nstrued in accordance or strued in accordance or strue of the	minutes to complete. herein is accurate, factually aws. the Notification of Operation) days after the change. tanding any other terms in the rein for the purposes of data with the laws of the Republic	correct and complies with the Hu and the Notification of Institution is website, I allow the Governme analysis, evaluation and policy for of Singapore.	man Biomedical Research Act a al Review Board must be notified nt of the Republic of Singapore t prmulation and review. This cons	nd its d by the to collect, sent shall be
General In	formation						-
	Reference ID Status	RI-201 Draft	71003-0902		Initial Drafter/Date: Initial Endorser/Date: Last Modified By/Date:	Cheryl Tan Bee Bee , 03/10/2 Cheryl Tan Bee Bee , 03/10/2	017 21:39

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:	

Step 5: Create Notification of Operation

As a <u>new</u> 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.

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

	12/12/00						
* ID No:	- Select -	•		 Designation: 			
* Name:	- Select -	٠					
Contact Informa	ition					-	
Same as in	research	I.					
* Post	tal Code:			* Country:	Singapore		
* B	lock No:			* Street Name:			
	Level:		Unit:	Building:			
				Department:			
* Cor	ntact No:			Email Address:			
Remarks							
						ĥ	
				Add			

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

Res Canad		event to Submit				
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			Last Modified	Dy/Dete:	Cheryl Tan Bee Bee , 03/10/2017 23	544
Details of Research	Institution					
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	Lovel	Unit	Department			
-	Contact No:	-	* Email Address:	-	-	

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

TIARAS A.A.	About Us Contact Us Feedback FA	pore Government / • Service • Excellence		
MINISTRY OF HEALTH TISSUE & RESEARCH APPLICATION BYSTEM SINGAPORE	Within This Website 🛛 🗸 Search	Q		
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Human Biomedical Research Act	the Minister of Haddy, Support	Institution Name:	Ministry of Health	
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Report Vulnerability Privacy Statement Terms of Use Rate this Website		Address:		
	This site is best viewed using R	PIC Name:		
		Status:	Pending Review by OE	
		Last Modified By/Da	o3/10/2017	

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

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Step 5: Create Notification of Operation

- Primary OE previews the notification
- Click "Proceed to Submit"

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Payment Selection

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

Canc	cel Previous	Confirm Payment	
Notific	cation of Operation		
			Collapse All
Gene	ral Information		-
	Reference ID:	RI-	
	Fee Type:	Notification of Operation - Subm	ission
	Fee Payable Amount:	55	
Раул	ent Selection		-
Plea	ase select your preferred	ayment mode.	
If ye	ou are mailing GIRO form	or Cheque, please note that it ha	as to reach MOH within 30 days after this submission.
	Payment Mode		Payment Description
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0	GIRO	Download the GIRC	Application form here
		Complete and return Riomedical Research	the form by maning it to
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		16 College Road,	building.
		Singapore 169854.	
0	CHEQUE	Please make the ch to	eque payable to Ministry of Health, and send the crossed cheque
		Biomedical Researc	h Regulation Branch,
		Ministry of Health, College of Medicine	Building
		16 College Road, Singarore 169854	
		On the reverse side	of the cheque, please write your institution name, institution
		reference ID, bill ref	erence number and contact number.
0	Interbank Transfer	Please indicate RCI reference/remark, fo	E-Your institution reference ID> as the transaction or example, RCE-RI-20170101-0001, and make the payment to
		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	manna bay rinandat Centre 12 Marina Badawad
		Address	DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018962
		Swift Address (For foreign banks)	DBSSSGSG
0	PayNow Corporate	Please indicate RCI	E-Your institution reference ID> as the transaction
		(a) Ministry of Healt	w example, Pour Pour Pour Pour Pour Pour Pour Pour
		(a) manual of Freder	

For payment by GIRO:

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

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 <u>will not</u> 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
- institution Follow the crediting details on the screen

Payment Page

- Primary OE enters payment details
- Click "Pay"

E Ministry of Health - TIARAS

TIARAS PAYMENT



	VISA 🂽 🎆
CVC	-0
	~
	CVC

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 A 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.
- <u>Note</u>: The GIRO form, Cheque or Interbank Transfer, or PayNow payment has to reach MOH within <u>30 days</u> after this submission
- <u>Note</u>: Please check the fee payable before making payment. For refund of fees paid in excess, please email <u>hbr_enquiries@moh.gov.sg</u> with the institution name, institution reference ID and reasons for refund.

Prize Self	ected Cred	it/Debit	Card		Collapse All	Print Notification of Operatio	Select Tra	ed GIRO/ nsfer/Pay	Cheque/Ir /Now Corp	nterbank orate
Thank you. You have successfully submitted the notificati Please remember to print this page for your re If you are mailing GIRO form or Choque, plea If you are mailing the payment by Interbank T	on to MOH. An email acknowledgemer ference. se note that it has to reach MOH within ransfer or PayNow Corporate, please r	nt will be sent to your email add n 30 days after this submission note that the payment has to re	dress. 1. each MOH within 30	days after this submit	usion.	Thank you. You have successfully sul Please remember to print If you are mailing GIRO fo If you are making the pay	mitted the notification this page for your refer rm or Cheque, please ment by Interbank Tran	to MOH. An email acknowledger rence. note that it has to reach MOH wi isfer or PayNow Corporate, pleas	ment will be sent to your email addre thin 30 days after this submission. se note that the payment has to reac	ss. h MOH within 30 days after this submission
General Information					-	General Information				
Reference ID: Institution Name: Status:	RI-20171004-0907 Ministry of Health Incomplete (Pending Notification of IRB)	Initial Drafter/Date: Initial Endorser/Date: Last Modified By/Date:	Cheryl Tan Bee E Lee Ah Boon Lee Ah Boon	3ee, 04/10/2017 12:41 , 04/10/2017 12:45 , 04/10/2017 12:45			Reference ID: Institution Name: Status:	RI-20171003-0902 Ministry of Health Incomplete (Pending Notification of IRB)	Initial Drafter/Date: Initial Endorser/Date: Last Modified By/Date:	Cheryl Tan Bee Bee, 03/10/2017 21:39 Lee Ah Boon , 13/10/2017 22:51 Cheryl Tan Bee Bee, 13/10/2017 22:51
Payment Summary					=	Payment Summary	L			
Bill Reference No: Fee Type:	NB-171004124444-0674 Notification of Operation - Submis	sion					Bill Reference No:	NB-171013225149-0689		
Payment Mode:	VISA						Fee Type:	Notification of Operation - Su	bmission	
Transaction Number:	5070922405866760203523						Payment Mode:	GIRO		
Transaction Date:	04/10/2017 12:44						Transaction Date:	13/10/2017 22:51		
· · · · · · · · · · · · · · · · · · ·	200000000001111						manipersolution page.	101102011 22.01		

Dashboard

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

	Selected	d Credit/Debit	Card		Selected GIRC Transfer/P)/Cheque/Int ayNow Corpo	terbank prate
Home	Manage Profile - Notifica	ations - Applications -	Manage Other Inst	titution Home	Manage Profile - Notificat	ons - Applications -	Manage Other Institutio
		ATION OF OPERATION	I				I
	Reference ID:	RI-20171004-0907	View		Reference ID:	RI-20171003-0902	View
	Institution Name:	Ministry of Health			Institution Name:	Ministry of Health	
	Contact No:				Contact No:		
	Address:				Address:		
	PIC Name:				PIC Name:		
	Status:	Incomplete (Pending Not	ification of IRB)		Status:	Incomplete (Pending Not	ification of IRB) 🛕
	Last Modified By/Date	, 04/1	0/2017			Change Payment Mo	de
					Last Modified By/Date:	, 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

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TISSUE & RESEARCH APPLICATION SYSTEM

- 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"

ome	Manage Profile -	Notification	Applications -	Manage Other Institutio
		Submit Noti	fication of Operation Amen	dment
		Submit Noti	fication of Operation Cessa	ation
		Submit Noti	fication of IRB	
	Reference	ne ID:	RI-20171004-0907	View
	Institutio	n Name:	Ministry of Health	View
	Contact	No:		
	Address:			
	PIC Nam	ie:		
	Status:		Incomplete (Pending Notif	fication of IRB)
	1	End D. /Data	04/4/	0/2017
Step 6: Create Notification of IRB

• Overview

		2	-3		5	6
Create New User F	Particulars Select Org	janisation Type Create	e Institution Profile	Create Institution User Profile	Create Notification of Operation	Create Notification of IRB
Cancel Previous	S Clear Sa	ave & Next				
otification of Institutio	onal Review Board					
						Expand All
						Expand All
nn sintra ent of la stitu	tional Daview Poord					Expand Air
ppointment of Institu	utional Review Board					Expand All
ppointment of Institu ction Remarks	utional Review Board					Expand All
ppointment of Institu ction Remarks	utional Review Board					Expand All
ppointment of Institu ction Remarks	utional Review Board					Expand All
ppointment of Institu	utional Review Board					+
ppointment of Institu	utional Review Board					+
ppointment of Institu	utional Review Board		Add			+
ppointment of Institu	utional Review Board		Ado			+

Step 6: Create Notification of IRB

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

(Create New	1 User Particul	lars S	2 elect Organisation Type	3 Create Institution Profile	4 Create Institution User Profile	5 Create Notification of Operation	6 Create Notification	of IRB
Cancel	Pre	evious	Clear	Save & Next					
Notificat	ion of Ins	itutional R	eview Boa	ard					
		Note This noti Please e as well a Any char institution <u>Consent</u> By subm and use by and c	fication will insure that is with all S inges to the in to MOH r itting this n the informa onstrued in	take approximately 10 r all information provided i ingapore laws. information provided in to later than 30 days after otification, and notwithst ation contained herein fo accordance with the law	ninutes to complete. herein is accurate, factually con the Notification of Operation and er the change. anding any other terms in this v r the purposes of data analysis, vs of the Republic of Singapore	rect and complies with the Huma d the Notification of Institutional vebsite, I allow the Government evaluation and policy formulatio	an Biomedical Research Act and i Review Board must be notified by of the Republic of Singapore to co on and review. This consent shall	ts Regulations, v the research pllect, share be governed	Collapse All
Appoint	ment of I	nstitutiona	I Review	Board					-
	Institutio	nal Revie	w Board						_

Name of Institutional Review Board:

- 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

No: Exam	ple: M12345Z						
Name:	elect - 🗸 🗸			* Occupation:			
Period of Appoin	tment: From:		iii	To:		Ħ	
* Dental Con							
* Postal Coo	le:			* Country:	Singapore		
* Postal Coo * Block N	le:			* Country: * Street Name:	Singapore		
* Postal Coo * Block N Lev	le:	Unit:		* Country: * Street Name: Building:	Singapore		
* Postal Coc * Block N Lev	le:	Unit:		* Country: * Street Name: Building: Department:	Singapore		
* Postal Coc * Block N Lev * Contact N		Unit:		* Country: * Street Name: Building: Department: * Email Address:	Singapore		

- 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

* MCR No: Exam	ple: M12345Z								
- Se	alect - 🗸 🗸				* Occup	ation:			
Period of Appoin	ment: From:			Ħ	To:			Ħ	
Chairperson's Cont	act Information								
* Postal Cod	le:				* Co	untry: Sir	ngapore		
Block N	io:				* Street M	Name:			
Lev	el:	Unit:			Bui	ilding:			
					Depart	tment:			
* Contact N	lo:				• Email Add	dress:			
S/N Chairperson Name	Institutional Rev Chairperson MCR No	view Board Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Acti
1		Dr	01/11/2017 -	of it its	Cardiology,	Blk 16 COLL	EGE	11010000	
			31/10/2022		Haematology	ROAD, COL	LEGE		

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



- 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

										Collapse All
	Note									
	This notif	fication will take appre	oximately 10 min	utes to complete.						
	Please ensure that all information provided herein is accurate, factually correct and complex with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.							ations,		
	Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research							earch		
	Consent									
	By subm	itting this notification,	and notwithstan	ting any other terms	in this web	ite, I allow the Gove	ernment of the Republic of Singapore	to collect, sh	are	
	by and o	onstrued in accordan	ce with the laws of	of the Republic of Si	ngapore.	loadon and policy to	Annualion and review. This consents	san ne gover	areu.	
Seneral In	formation									-
	Reference ID:	RI-20171004-0907			Initial	Drafter/Date: C	theryl Tan Bee Bee, 13/10/2017 23:3	5		
	Status:	Draft			Initial Er	dorser/Date:				
					Last Modi	fied By/Date: C	theryl Tan Bee Bee, 13/10/2017 23:3			
Appointn	nent of Institut	ional Review B	oard							-
	Chairperson	Chairperson MCR No	Occupation	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	
sa			Dr	01/11/2017 - 31/10/2022		Cardiology, Haematology	Bik 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			
S/7										
5 <i>л</i> 1										

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	A+ A About	Us Contact Us n This Website ~	Singapore Gover Integrity - Service - E Feedback FAQ Search	cellence Q			
Home	Manage Profile	Notificatio	ns • Applications • Ma	nage Other Institu		TIFICATION OF IRB	
	Refere	nce ID:	RI-20171004-0907	View	Reference ID:	RI-20171004-0907	View
Resources / Other	Institut	ion Name:	Ministry of Health		Status:	Pending Review by OE	
Links	Conta	t No:			Last Modified By / Dat	e:	7
For more information on the Human Biomedical Research Act	Addres	SS.					
	PIC N	ame:					
Report Vulnerability Privacy Statement Terms of Us	Status		Incomplete (Pending Notificat	on of IRB)			
	Last M	odified By/Date:	04/10/20	17			

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

T T T T T T T T T T T T T						
Colleges A Tale The sufficient will also approximately 10 minutes to complex. Passenshild and the linguistic provide banks is sound to khaday sound and sound to will be herease Banedical Registrations of the linguistication of complex to and the linguistication of the linguistic Registration of the linguistication of the linguistication of the linguistic and the linguistic bank must be registrational to Registration and the linguistication of the linguistic and the linguistic bank must be registration of the linguistication of the linguistic and the linguistic and the linguistic bank must be registration of the linguistic banks and the linguistic banks an	Cancel	Previous	Clear	Delete Draft	Return to OA	Save & No
With Milling the individuality and reader banding any other terms in this website. I aliable the Growment of the Bagdide of Bondards and Frank and the Bagdide of Bondards and Franks This consert and Bag present by with contribute the constraint with the term of the Bagdide of Bondards and Franks The consert and Bag present by with contribute the Constraint of the Bagdide of Bandide of Bagdide						
Las Multified HyDen ent of Institutional Review Board	*					
Chalgeonian						
Chalpenan Carlo Manale						
*Located No: *Located Notes: Attributed and Robers Roads						
Singapon 19564						
Add						

- Primary OE preview the notification
- Click "Proceed to Submit"



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 Notification of Institutional Review Board				
Thank you. You have successfully submitted the notification to MOH. An ema Please remember to print this page for your reference.	il acknowledgement will be sent to your email address.			
General Information			-	
Reference ID: RI-20171004	0907 Initial Drafter/Date:	, 13/10/2017 23:35		
Status: Active	Initial Endorser/Date:	, 16/10/2017 14:49		
	Last Modified By/Date:	, 16/10/2017 14:49		

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



Reference ID:	RI-2017	1004-0907	View
Institution Name:	Ministry	of Health	
Contact No:			
Address:			
PIC Name:			
Status:	Active		
Last Modified By/Date:		04/10/2017	



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

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- 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

For research institutions which selected GIRO/Cheque/Interbank Transfer/PayNow Corporate but wishes to pay by credit/debit card Click "Change Payment Mode" • Manage Profile -Manage Other Institution Home Notifications -Applications -NOTIFICATION OF OPERATION NOTIFICATION OF IRB RI-20171004-0907 View RI-20171004-0907 View Institution Name: Ministry of Health Active 16/10/2017 Last Modified By / Date: Address: PIC Name: Change Payment Mode Active 🔼 Last Modified By/Date: 04/10/2017

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"

				Collapse All
eneral Inf	ormation			-
	Reference ID: Fee Type: Fee Payable Amount:	RI-20171004-0907 Notification of Operation - Submission		
yment Se	election			-
Please sel	ect your preferred payment	mode.		
		Payment Mode	Payment Description	
	Pow	vered by stripe	For major international credit cards	

Payment Page

- Enter payment details
- Click "Pay"

← 🖀 Ministry of Health - TIARAS

TIARAS PAYMENT



Card information		
1234 1234 1234 1234		VISA 🌔 🥁
MM / YY	CVC	-
Name on card		
Country or region		
Singapore		~

Payment Acknowledgement

- User is brought to the payment acknowledgement page
- Payment has been made
- <u>Note</u>: 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 payme Please remember to print this page for	ont. your reference.		
General Information		-	
Reference ID: RI-201	71004-0907 Initial Drafter/Date	e:	
Institution Name: Ministry	of Health Initial Endorser/Date	e:	
Status: Active	Last Modified By/Date	e:	
Payment Summary		-	
Bill Reference No:			
Fee Type:	Notification of Operation - Submission		
Payment Mode:	VISA		
Transaction Number:			
Transaction Date:			
Credit Card Number:	x000000000001111		
Total Amount Paid:	SGD		

Amending profile of research institution

Amend profile

- Login to TIARAS
- Under "Manage Profile", select "Manage Institution Profile"

Home	Manage Profile+	Notifications -	Applications -	Manage Other Inst	titution		
	Manage Institution Pr	rofile					
	Manage Institution U:	lser Profile »					
		OTIFICATION O	F OPERATION			IOTIFICATION OF IRB	
	Reference ID	RI-201	71004-0907	View	Reference ID:	RI-20171004-0907	View
	Institution Na	ame: Ministr	ry of Health		Status	Active	
	Contact No.				Last Modified By / D	pate: , 16/10	/2017
	Address:						
	PIC Name:						
	Status:	Active					
	Last Modified	d By/Date:	04/10/20)17			

Amending profile of research institution

Amend profile

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

Cancel Save			
Edit Institution Profile			
	Collapse All		
General Information		-	
Reference ID: RI-20171004-0907	nitial Drafter/Date:		Save
Init	ial Endorser/Date:		
Last	Modified By/Date:		Are you sure you want to save the institution profile changes?
Reseach Institution Profile		-	
The research institution shall have a point of contact for members of the public, includir institution. This point of contact may be the principal person in charge of the research in Research Act.	g existing and potential research subjects of the research istitution designated in accordance with the Human Biomedical		Yes No
The information below will be published by the Ministry of Health in a public list of reset list is accurate, factually correct and complex with all Singapore laws. The Ministry of H which is inaccurate, factually incorrect or is in breach of any Singapore laws.	rch institutions. Please ensure that all information on the public lealth will not be liable for any information on the public list		
UEN:	n Name: Ministry of Health		
Public Contact Information * Contact No: Email A	ddress:		
Address of Site(s) in which Research is Conducted	-		
* Postal Code: * C	ountry: Singapore •		
City:	State:		
* Block No: * Stree	t Name:		
Level: Unit: B	uilding:		
Depa	rtment:		
Contact No: Email A	ddress:		
S/N Country Address Department	Contact No Email Address Action		
Singapore Dix to CULLEGE POIND, COLLEGE OF MEDICINE BUILDING #01 -01 Singapore 169854	/ #		54

Amending notification of operation

Amend notification

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

	Coloresti Martific	The of Occurring Among		
	Submit Notific	auon of Operation Americ	ament	
	Submit Notific	ation of Operation Cessa	tion	
	Submit Notific	ation of IRB		
	Submit Notific	ation of IRB Amendment		
Reference	ID: R	81-20171004-0907	View	
Institution	Name: N	linistry of Health		
Contact No	c.			
Address:				
PIC Name				
Status:	A	ctive		
Last Modifi	ed By/Date:	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

			Collapse All
			1
	Note		
	This notification will take approximat	ely 10 minutes to complete.	
	Please ensure that all information pr Act and its Regulations, as well as w	rovided herein is accurate, factually correct and complies with the Human Biomedical Research with all Singapore laws.	
	Any changes to the information prov days after the change.	ided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30	
	Consent		
	By submitting this notification, and n Singapore to collect, share and use	otwithstanding any other terms in this website, I allow the Government of the Republic of the information contained herein for the purposes of data analysis, evaluation and policy	
	formulation and review. This consen	t shall be governed by and construed in accordance with the laws of the Republic of Singapore.	
eneral Info	formulation and review. This consen	t shall be governed by and construed in accordance with the laws of the Republic of Singapore.	
eneral Info	formulation and review. This consen	t shall be governed by and construed in accordance with the laws of the Republic of Singapore.]
neral Info	formulation and review. This consen ormation Reference ID: RI-: Status: Active	t shall be governed by and construed in accordance with the laws of the Republic of Singapore. Initial Drafter/Date: Initial Endorser/Date:]
eneral Info	formulation and review. This consen ormation Reference ID: RI- Status: Active	Initial Drafter/Date: Initial Endorser/Date: Last Modified By/Date:	
eneral Info F	fermulation and review. This consen prmation teference ID: RI-; Status: Active esearch Institution	t shall be governed by and construed in accordance with the laws of the Republic of Singapore. Initial Drafter/Date: Last Modified By/Date:	

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

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

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

Amend notification

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

Home	Manage Profile -	Notifications -	Applications -	Manage	e Other Institution		
		Submit Notification	of Operation Amer	dment			
		Submit Notification	of Operation Cess	ation			
		Submit Notification	of IRB			NOTIFICATION OF IRE	3
		Submit Notification	of IRB Amendmen	1			
	Reference ID:	RI-20171004	-0907	View	Reference ID:	RI-20171004-0907	View
	Institution Name:	Ministry of He	alth		Status:	Active	
	Contact No:				Last Modified By / I	Date:	16/10/2017
	Address:						
	PIC Name:						
	Status:	Active					
	Last Modified By/Date		16/10/2017				

Amend notification

• The information previously entered will be displayed. Click the 📈 icon to edit the information. Enter the reason for change. Click "Save"

Institutional Review Board - Name of Institutional Review Board: Area of Research: Cardiology, Haematology Chaiperson *MCR No: Example: M12345Z *Name: Period of Appointment: From: 01/11/2017 To: 30/06/2021	
Name of Institutional Review Board: Area of Research: Cardiology, Haematology Chairperson	
Chateperson - * MCR No:	
* MCR No:	
* Name: • Occupation: Dr Period of Appointment: From: 01/11/2017 To: 30/06/2021 Im	
Period of Appointment: From: 01/11/2017 🗃 To: 30/06/2021	
Chairperson's Contact Information	
*Postal Code: 169854 *Country: Singapore	
* Block No: 16 * Street Name: COLLEGE ROAD	
Level: Unit: Building: COLLEGE OF MEDICINE BUILDING	
Department:	
* Contact No: * Email Address:	
* Reason for Change:	
Save Cancel	
SN Chairperson Chairperson Occupation Period of Name Area of Address Contact Email Reason for Action Name MCR No Address Change No Address Change	
1 Dr 01/11/2017 - Cardiology, 31/10/2022 Haematology Bik 16 COLLEGE ROAD, COLLEGE OF ROAD, COLLEGE OF Singapore 169854	
S/N Chairperson	on Chairperson Occupation Period of Name Area of Address Contact Email Reason for Action
Name	MCR NO Appointment of IRB Research No Address Change
	Dr 01/11/2017 - Cardiology, Bix 16 COLLEGE Chairperson / 30/06/2021 Haematology ROAD, COLLEGE OF stepped down MEDICINE BUILDING due to retirement.

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 Informa	ation								-						
* Postal Code:	169854				* Country:	Singapore									
* Block No:	16			* S	treet Name:	COLLEGE	ROAD								
Level:		Unit:			Building:	COLLEGE	OF MEDICINE	BUILDING							
				C.	epartment:										
* Contact No:				* Ema	ail Address:										
* Reason for Change:	New chairpe	erson appointed	d to the board after the p	previous chairperson s	tepped down d	ue to retiremen	t.								
S/N Chairperson Chairperso		Add Institutiona	I Review Board	Address	Contact	Fmail	Reason for	Action							
Name MCR No	in occupation	Appointment	of IRB Research	Audiess	No	Address	Change	Pictori							
1	Dr	01/11/2017 - 30/06/2021	Cardiology, Haematology	Blk 16 COLLEGE ROAD , COLLEGE MEDICINE BUILDIN , Singapore 169854	OF NG		Chairperson stepped down due to retirem	ent.							
				Sil	Chairperson	Chairperso MCR No	n 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.	/ 10
				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.	1
				1.00											

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

ation will take approximalit ure that all information pro- e, as well as with all Singu es to the information provi o MOH no later than 30 da ng this notification, and no information contained he strued in accordance with	tely 10 minutes to co ovided herein is acc apore laws. ided in the Notificati ays after the change otwithstanding any of erein for the purpose t the laws of the Rep	omplete. curate, fa- tion of Op- te. other term ies of data spublic of 3	inclually correct an ineration and the N ms in this website a analysis, evalua Singapore. Initial Dra Initial Endo	Id compiles with the Human Autification of Institutional Re I allow the Government of stion and policy formulation strer/Date:	Biomedical I eview Board I the Republic and review.	Research Act i must be notifie : of Singapore This consent s	nd its d by the research to collect, share hall be governed	
ation will take approximals ure that all information pri- s, as well as with all Singu es to the information provi o MOH no later than 30 da ng this notification, and no i information contained he strued in accordance with	lely 10 minutes to cc ovided herein is acc apore laws. idied in the Notificati lays after the change otwithstanding any d erein for the purpose the laws of the Rep	omplete. curate, fa- tion of Op je. other tern ies of data ipublic of s	neration and the N meration and the N ms in this website a analysis, evalua Singapore. Initial Dra Initial Endo	nd complies with the Human lotification of Institutional R4 b, I allow the Government of stion and policy formulation siter/Date:	Biomedical eview Board ! the Republik and review.	Research Act : must be notifie : of Singapore This consent s	ind its d by the research to collect, share sall be governed	
ure that all information priv a, as well as with all Sing est othe information provi o MOH no later than 30 di information contained he strued in accordance with RU	ovided herein is acc apore laws. ided in the Notificati lays after the changi otwithstanding any d erein for the purpos the laws of the Rep	curate, fa tion of Op ae. other term ies of data spublic of 3	initial Endo	nd compiles with the Human Notification of Institutional Ru 1, I allow the Government of ation and policy formulation siter/Date: rser/Date:	Biomedical eview Board (the Republic and review.	Research Act i must be notifie : of Singapore This consent s	nd its d by the research to collect, share sall be governed	
es to the information provi o MOH no later than 30 di ng this notification, and no i information contained he strued in accordance with RJ	ided in the Notificati lays after the change otwithstanding any or even for the purpose t the laws of the Rep	tion of Op e. other term ies of data ipublic of 3	eration and the N ms in this website a analysis, evalua Singapore. Initial Dra Initial Endo	Notification of Institutional Ri), I allow the Government of ation and policy formulation siter/Date: rser/Date:	eview Board I the Republic and review.	must be notifie : of Singapore This consent s	d by the research to collect, share hall be governed	
ing this notification, and nr information contained h strued in accordance with RI	otwithstanding any erein for the purpos, the laws of the Reg	other terr ies of data public of s	ms in this website a analysis, evalua Singapore. Initial Dra Initial Endo	y, I allow the Government of ation and policy formulation sfter/Date: rser/Date:	f the Republic and review.	2 of Singapore This consent s	to collect, share hall be governed	
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Ri			Initial Dra	after/Date: rser/Date:	03/07/2	021 20:02		
Active			Initial Endo	rser/Date:				
					03/07/2	021 20:04		
			Last Modified	d By/Date:	03/07/2	021 20:04		
Review Board								1
tairperson Occupation MCR No	Period of Appointment	Name of IRB	Area of Research	Address	Contact No	Email Address	Reason for Change	
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.	
Consultant	01/07/2021 - 31/10/2022		Cardiology. Haematology	Bik 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING , Singapore 169854			New chairperson appointed to the board after the previous chairperson stepped down due to retirement.	
	Dr Consultant	Dr 01/11/2017 - 30/06/2021 Consultant 01/07/2021 - 31/10/2022	Dr 01/11/2017 - 30/06/2021 Consultant 01/07/2021 - 31/10/2022	Dr 01/11/2017 - Cardiology. 30/05/2021 Haematology Consultant 01/07/2021 - Cardiology. 31/10/2022 Haematology	Dr 01/11/2017 - 30/06/2021 Cardiology, Haematology Bik 16 COLLEGE OF ROAD, COLLEGE OF Singapore 159854 Consultant 01/07/2021 - 31/10/2022 Cardiology, Haematology Bik 16 COLLEGE OF ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854	Dr 01/11/2017 - 30/06/2021 Cardiology, Haematology Bik 16 COLLEGE ROAD, COLLEGE OF MEDICINE BUILDING, Singapore 169854 Consultant 01/07/2021 - 31/10/2022 Cardiology, Haematology Bik 16 COLLEGE OF MEDICINE BUILDING, Singapore 169854	Dr 01/11/2017 - 30/06/2021 Cardiology, Haematology Bik 16 COLLEGE ROAD, COLLEGE OF BIDCINE BUILDING, Singapore 159854 Consultant 01/07/2021 - 31/10/2022 Cardiology, Haematology Bik 16 COLLEGE Bik 16 COLLEGE Singapore 159854	Dr 01/11/2017 - 30/06/2021 Cardiology, Haematology Bik 16 COLLEGE ROAD, COLLEGE OF Singapore 169854 Chairperson stepped down due to retirement. Consultant 01/07/2021 - 31/10/2022 Cardiology, Haematology Bik 16 COLLEGE ROAD, COLLEGE ROAD, COLLEGE ROAD, COLLEGE ROAD, COLLEGE MEDICINE BUILDING, Singapore 169854 New chairperson appointed to the board after the previous chairperson stepped down due to retirement.

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 <u>no later than 30 days</u> after the change



Add new user

- Login to TIARAS
- Under "Manage Profile", select "Add User Profile"



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.	Designati	on:
* Name:	Ms 🗸	Tan Mu Lan		
Institution Rol	е			
* Role:	Organisation Endorser (0	DE) 🗸	6 OE Ty	pe: Covering ~
Contact Inform	nation			
* Contact No:			Email Addre	ss: tanmulan@moh.gov.sg
Cancel Save				

Edit user profile

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

Home	Manage Profile-	Notification	IS - Applications -	Manage Other Institution
	Manage Institution Pr	rofile		
	Manage Institution U	ser Profile)	Add User Profile	
	- N	OTIFICATI	Search / Edit User Profile	
		-		
	Reference ID	RI-2	0171004-0907	View
	Institution Na	me: Minis	stry of Health	
	Contact No:			
	Address:			
	PIC Name:			
	Status:	Activ	ve	
	Last Modified By/Date:		, 16/10/2017	

	Click on t	he user's name					
rch User	Profile						
	Name:				Institution Status:	Active Deactivated	
	User Role:	Select Organisation Endorser (OE Organisation Administrator Organisation Viewer (OV)	:) (OA)	*			
Sea Showin	g 1 to 2 of 2 resu	r Export Its					
of User	S						
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

Edit user profile

- Make changes where necessary
- Click "Save", "Yes"

Cancel

Save

• An email will be sent to the user

User Part Are you sure you want to save the user profile changes? Yes No Institution Role * Role: Organisation Endorser (OE) * Role: Organisation Endorser (OE) OE Type:	Edit User I				Update		
Yes No No </th <th>User Part</th> <th>Are you sure yo</th> <th>u want to save the user pr</th> <th>ofile changes?</th> <th></th> <th></th> <th></th>	User Part	Are you sure yo	u want to save the user pr	ofile changes?			
Name: Mr Lee An Boon Institution Status: Active O Deactivated I Institution Role * Role: Organisation Endorser (OE) Image: OE Type: Primary							Yes No
Institution Role * Role: Organisation Endorser (OE) • OE Type: Primary		Name:	IVII V	Lee An Boon		institution status:	Active O Deactivated
* Role: Organisation Endorser (OE) OE Type: Primary		Institution Ro	le				
		* Role:	Organisation Endorser	(OE)	v 🖯	OE Type:	Primary
Contact Information		Contact Infor	mation				
* Contact No: * Email Address:		Contact No:				* Email Address:	

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 Designation:	
* Name:	Ms Tan Mu Lan Institution Status: Active Deactivated 3	
Institution	Role	
* Role:	Organisation Endorser (OE)	
Contact In	Save	
* Contact No:	There is an existing Primary OE. Do you want to change the current Primary OE to be a Covering OE?	
- 1		Yes No

Deactivating TIARAS users who left institution

Search and edit user profile

• Enter the user's profile page

Search User Profile						
Name:	Tan Mu Lan		Institution Status:	Active Deactivated		
User Role:	Select Organisation End Organisation Adr Organisation Vie	dorser (OE) ninistrator (wer (OV)				
Search Clear	ar Export					
List of Users						-
S/N ID No	Name	Role Ro	le Type Designation	Email Address	Institution Status	
1 SXXXX587C	Tan Mu Lan	OE Co	overing	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	5				-			
* ID No	NRIC V	Designa	tion:					
* Name	e: Ms • Tan	Mu Lan * Institu Sta	atus: Active De	eactivated 🟮				
* Role:	This refers to the account sta changed to Deactivated if the	tus of the user in the instituti user has left the institution.	on. Institution Status	should be				
Con	* Name: Ms	▼ Tan Mu Lan	* Institution Status:	Active 💽 🛙	eactivated 😫			
* Contact I	Institution Role			Update				
	* Role: Organ	Are you sure you want to save the	he user profile changes?					
	Contact Information						Yes No	
	* Contact No: 911111	TU NO: NRI	C • S846	5/58/C	Designation:			
	Canad	* Name:	List of Users					-
		Institution Role	0.01 10.01	Marine	D.L. D.L.T.		5. 110	
	_	_	1 SXXXX587C	Tan Mu Lan	OE Covering	Designation	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"

Home	Manage Profile -	Notifications -	Applications -	Manag	e Other Institution		
		Submit Notification	of Operation Amen	dment			
		Submit Notification of Operation Cessation					
		Submit Notification	nit Notification of IRB			NOTIFICATION OF IRB	
		Submit Notification of IRB Amendment		l			
	Reference ID.	RI-20171004-	0907	View	Reference ID:	RI-20171004-0907	View
	Institution Name:	Ministry of Hea	lth		Status:	Active	
	Contact No:				Last Modified By / [Date:	16/10/2017
	Address:						
	PIC Name:						
	Status:	Active		_			
	Last Modified By/Date:		16/10/2017				

Submitting notification of cessation of operation

Submitting notification of cessation

• Click "Preview"

Print Cancel Preview			Confirm Cessation	
Notification of Operation Cessation	Colleges All	ne Human Biomedical Research Act requires a re stitution not less than 30 days before the cessatio Cessation Reasons:	search institution to submit a notification of its intention to cease operating as a researd on of operation.	
Note	Collapse All	* Date of Cessation:		le
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.	-w	Upload Files What is the plan for the:		1-0
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.		Manner of disposal or transfer of the nearth inter Transfer of the ongoing human biomedical resea	maion and human bological material held by or in the possession of the research institu- rich under the supervision and control of the research institution?	1011?
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.		Address and Contact Information of Rece • Name of the Receiving Research Institution:	iving Research Institution –	
		* Postal Code:	*Country: Singapore V	
General Information	-	City:	State:	
Reference ID: Ri- Initial Drafter/Date: Cheryl Tan Bee Bee , 17/10/2019 19:12		* Block No: Level:	* Street Name: Building:	
Status: Active Initial Endorser/Date: Lee Ah Boon , 17/10/2019 20:06		Unit:	Department:	
Last Modified By/Date: Lee Ah Boon , 17/10/2019 20:06		Contact No: Add Receiving Research Inst	Email Address:	
Details of Research Institution	-	S/N Receiving Research Institution	Country Address Department Contact No EmailAddress Action	
UEN: * Institution Name: Ministry of Health	co in	Please indicate whether the receiving resear continue reviewing the human biomedical rese institutional review board will conduct a fresh	ch institution will appoint your research institution's institutional review board to earch to be transferred, or whether the receiving research institution's own review of the transferred research.	
Contact Information	-			
Place of Business	Ģ	 Others, please specify (e.g. ongoing huma will be destroyed) 	an biomedical research will cease; health information and human biological mater	al .
		Chera Submit		
	To	rate our e-Service, click here		
- 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 Resea institution not less than 30 days * Cessation Reasons:	rch Act requires a research institution to submit a notification of its intention to cease operating as a research before the cessation of operation.	^
* Date of Cessation:		
Upload Files		

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

Address and Contact Inform		-
* Name of the Receiving	Research	
* Postal Code:	* Country:	Singapore 🗸
City:	State:	
* Block No:	* Street Name:	
Level:	Building:	
Unit:	Department:	
Contact No:	Email Address:	
Add Receiving	Research Institution	
S/N Receiving Research	h Institution Country Address Depar	tment Contact No Email Address Action
Please indicate whether the reco	eiving research institution will appoint your	research institution's institutional review board to
nstitutional review board will con	nduct a fresh review of the transferred rese	arch.

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

* Name of the Re	ceiving Research	Ministry of Health		- 1
Postal Code:	169854	* Country:	Singapore 🗸	- 1
City:		State:		
* Block No:	16	* Street Name:	COLLEGE ROAD	
Level:	01	Building:	COLLEGE OF MEDICINE BUILDING	
Unit:	01	Department:		
Contact No:	61234567	Email Address:	ri@moh.gov.sg	

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

* Name	e of the Rece	iving Resear Institutio	ch on:					
* Posta	al Code:			* Cou	ntry:	Singapore		~
	City:			S	tate:			
* Bl	ock No:			* Street N	ame:			
	Level:			Buile	ling:			
	Unit:			Departn	nent:			
Cont	tact No:			Email Add	ress:			
	Add Rece	iving Researc	h Institution					
S/N	Receiving Research Institution	Country	Address		Departmer	Contact nt No	Email Address	Action
1 M	Ainistry of lealth	Singapore	Blk 16 COLL COLLEGE C BUILDING #	EGE ROAD , OF MEDICINE 01 -01		61234567	ri@moh.gov.sg	/ 1

* 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.

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)



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	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		



- 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 Subr	nit	
Your research institution may continue to operate even when there is no human bio Please note that upon cessation, a new notification would need to be submitted to human biomedical research under your research institution's supervision and contro The cessation notification will be routed to OE for review. Please confirm if you wish	medical research under its supervision and control. MOH no later than 30 days before the commencement of its first of in the future. In to proceed.	
Yes, I wish to proceed with the cessation notification	No, I do not wish to proceed with the cessation notification	Institution
	Print Cancel Cessation	Notification of Operation Cessation
Print Cancel Previous Proceed to Submit	Notification of Operation Cessation	Collapse All
	General Information	-
	Reference ID: Ri- Initial Dra Status: Cassation Pending Review by OF Initial Endor	fter/Date:
	Last Modified	By/Date:

- 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



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

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					The Numer Domedical Research Act requires a research institution to submit a notification of its interface to research appaiding as a research institution of its interface. A days before the cessation of operation.
e Bilenes ID ID Initial States Sec.					Due to changes in operating situation globally, management decided to step human biomedical research from 1 August 2021
Status; Constitute Pending Studies by OE Initial Endorses Elater.					
Last Modferd ByDate:					*Date of Caseation: 0105/2021
UEN *buildedan Name Volgey of Hadh					Liptund Films Cessation juli
Creat Minutes -					*What is the plan for the:
Place of Business					Manner of disposil or transfer of the health information and human biological material heid by or in the possession of the research institution? Transfer of the angoing human biomedical research under the supervision and control of the research institution?
*PusalCode 10004 *Country Singapore					Z Transfer to another reasonch institution
Thirds No. 10 Thirds Name COLLOG ROAD Lovel Unit: Belding: COLLEGE OF MEDICINE ROADING					Additions and Context Information of Flocating Flowards helibelian
Department					* Name of the Stocolving Breazerch
* Cantact No. * Ernal Address					*Pastal Code *Country Sources
					City: Same
Communications Date: Answersch webblink. Fair Join on communication any measure before DV110017, must patient the					* Block No: * Street Name:
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					Contact Mrs: Email Address:
Details of Procepal Person in Charge -					Add Receiving Research Institution
*10 Nm FIN + Designation					
Narret Mar					Research Research SN Indibite County Athens Department No EmailAddress Action
Cetatometer -		Late			1 Mexity of Singapore Bit 55 COLLEGE ROND, 6123/857 rightenin goring / 1 Health COLLEGE OF MEDICINE BULDING 11 - Streasone
Same as research III Institution		Date of Cessation			10014
*Possel Code: 15554 *Country: Singapore	S/N Remarks	Cessation Reason Upl	loaded Files Last Action By	Last Action Date Action	* Phase indicate whether the receiving research institution will appoint your research institution's institutional review board to continue reviewing the homen biomedical research is be transferred, or whether the receiving research institution's own
*Block No: 16 * Sweet Name COLLECT ROAD Lovel Unit: Block COLLECT OVER DALDING	1 Cessation Reasons: Due to changes in	01/08/2021	esation	,	institutional review board will conduct a fresh review of the transferred research. The societies seaach institution's new institutional review heard and conduct a best traine of the transferred
Department.	operating situation globally,	info	ormation.pdf		research
*Contact Nor *Email Address	management decided to stop human				2 Others alwass specific (s.s. specific human historicifier) reasorth will nearer hashhistorization and human historical material
ACTION REMARKS	biomedical research from 1 August				will be disative/of) Ited of the consistent will rease. The others will be transferred to the cambion cases of
	2021.				historian
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United Constitute 1999 Networks Constitute Reason Optimized Pflins Laukturite By Laukturite Reason Advances					Class Submit
Consider Researce Oue to designs to 4546/0211 Consider monogenerate double of whip forware monogenerate double of whip forware					To rate sur e-Garvice, clot here
Second Transfer Transfer Transfer 2023					
L			and the second		

- Primary OE previews the notification
- Click "Proceed to Submit"

		(constant)		
bia	1			
This	notification will tak	e approximately 10 minutes	to complete	
Plan	ise ensure that all is earch Act and its R	information provided herain ingulations, as well as with a	is accurate, factually correct al Singapore laws.	and compiles with the Human Diamedical
Any noti	changes to the ink fed by the research	ormation provided in the Not h institution to MCH no later	Boation of Operation and the than 30 days after the chang	a Notification of Institutional Review Board must b pt
Cor	nint			
Dy 1 Sey	submitting this notify papera to collect, sh	cation, and notwithstanding sare and use the information This concept shall be once	any other terms in this webs contained herein for the put	ite, I allow the Government of the Republic of poses of data analysis, evaluation and policy protocol with the loss of the Grandillo of
Ste	papore.			
ral Information				
Reference	ID. 70		Initial Dreft	urDete:
Stat	as: Cessation I	Pending Review by CE	Ioitial Endors	er/Date:
			Last Modified I	BytDate:
is of Research	Institution			
UEN	-	-	* Institution Name:	Ministry of Health
Contact Inform	<u> </u>			
Place of Bu	siness			
* Postal	Coder 16985	4	* Country:	Septore
* 8100	ANC 15		* Street Name:	COLLEGE ROAD
8	Jovel	Grate	Building:	COLLEGE OF MEDICINE BUILDING
1.5	_	_	Department	
Conto			Ener Assess	
Construction	r Date of the First P	tenan Birmedial Renaed	•	
* Commence				
	Delet			
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is of Principal P	Person In Charg	nh walitation, mat hea not o lon no later than 30 days te munde maacon for the tale	moneteend any research to fare the commonstreament of a notification	fan-01750917, inual sudont the
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- 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
- <u>Note</u>: This page may be printed as reference.
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs





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