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

Version Date: October 2017
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. Notification of Operation
   • Submitting notification

3. Notification of Institutional Review Board
   • Submitting notification
Outline

1. Getting Started
   • Logging in to TIARAS
   • Setting up your profile in TIARAS
   • Setting up research institution’s profile in TIARAS
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2. Notification of Operation
   • Submitting notification

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   • Submitting notification
Go to https://elis.moh.gov.sg/tiaras

Logging in to TIARAS

If your research institution is a corporate organisation, please login using CorpPass.
Logging in to TIARAS

CorpPass is now available for over 130 Government digital services! From December 2017, CorpPass will be the required login method for G2B online transactions. IRAS’ digital services will be made available from mid 2018. For more information, visit www.iras.gov.sg.

Log in with CorpPass

- **UEN/ENTITY ID**
- **CORPPASS ID**
- **Password**

Forgot **Entity / CorpPass ID** or **Password**

- [ ] **Remember Entity ID**

Unique Entity Number (UEN) or system generated Entity ID registered to your CorpPass account.

CorpPass ID registered to your account.

Password which you have created for your CorpPass account.
Setting up your profile in TIARAS

Step 1: Create New User Particulars

- Enter your particulars (salutation, name, contact number, email address)
Setting up research institution’s profile in TIARAS

Step 2: Select Organisation Type

- Select the radio button that describes your research institution.

Existing Research Institution:
- This refers to a research institution that has commenced its first human biomedical research activity before 1 November 2017
- Must submit a notification no later than 30 days after 1 November 2017

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 2: Select Organisation Type

- Select the radio button that describes your research institution.
- If your research institution is late, reasons must be provided.

* Your organisation is:

- New Research Institution
  This refers to a research institution that is commencing its first human biomedical research activity after 16/08/2017.

- Existing Research Institution
  This refers to a research institution that has commenced its first human biomedical research activity before 16/08/2017.

A research institution that has commenced any research before 01/11/2017 must submit the notification no later than 30 days after that date.

* Please provide reasons for the late notification.
Setting up research institution’s profile in TIARAS

Step 3: Create Institution Profile

• Overview

Create Institution Profile

- Research Institution Profile
- Nature of Human Biomedical Research
- Other Relevant Information

Previous  Clear  Save & Next
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.
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).
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

Note: This includes all sites at which the research institution’s human biomedical research is being conducted, regardless whether the site is under the research institution’s own premises.
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.
Setting up research institution’s profile in TIARAS

Step 3: Create Institution Profile

• Tick the boxes that are relevant to the 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

Please tick all box(es) that apply as of this date.

Research involving:

☐ Restricted human biomedical research (as defined in the Fourth Schedule of the Human Biomedical Research Act)
☐ Direct clinical intervention or invasive clinical procedures
☐ Adults who lack mental capacity (as defined in the Mental Capacity Act)
☐ Pregnant women
☐ People highly dependent on medical care who may be unable to give consent
☐ 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)
☐ Minors (below 21 years of age and who have never been married)
☐ Deceased persons
☐ Other types of human biomedical research, please specify (e.g. exercise physiology)
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”
Creating other users in TIARAS

Step 4: Create Institution User Profile

- Overview
Creating other users in TIARAS

Step 4: Create Institution User Profile

- The first section shows the general information of the page
Creating other users in TIARAS

Step 4: Create Institution User Profile

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

<table>
<thead>
<tr>
<th>User Role</th>
<th>User Rights in Submitting Notification</th>
<th>User Rights in Applying to Conduct Restricted Human Biomedical Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Endorser (OE)</td>
<td>View</td>
<td>Draft</td>
</tr>
<tr>
<td>(e.g. Principal Person in Charge, Head of Research Office)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Organisation Administrator (OA)</td>
<td>View</td>
<td>Draft</td>
</tr>
<tr>
<td>(e.g. Administrator in Research Office)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Organisation Viewer (OV)</td>
<td>View</td>
<td>-</td>
</tr>
<tr>
<td>rHBR Endorser (RE)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(e.g. Principal Researcher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(To be created by rHBR Administrator in rHBR application page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rHBR Administrator (RA)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(e.g. Laboratory Officer)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 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.
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.

<table>
<thead>
<tr>
<th>S/N</th>
<th>ID No</th>
<th>Name</th>
<th>Designation</th>
<th>Role</th>
<th>OE Type</th>
<th>Contact No</th>
<th>Email Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SXXXX717H</td>
<td>Cheryl Tan Bee Bee</td>
<td>Organisation Administrator (OA)</td>
<td></td>
<td></td>
<td>91234567</td>
<td><a href="mailto:cheryl.tan@moh.gov.sg">cheryl.tan@moh.gov.sg</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SXXXX653B</td>
<td>Lee Ah Boon</td>
<td>Research Officer</td>
<td>Organisation Endorser (OE)</td>
<td>Primary</td>
<td>92345678</td>
<td><a href="mailto:leeh.boon@moh.gov.sg">leeh.boon@moh.gov.sg</a></td>
<td></td>
</tr>
</tbody>
</table>
1. Getting Started
- Logging in to TIARAS
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- Setting up research institution’s profile in TIARAS
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2. Notification of Operation
- Submitting notification

3. Notification of Institutional Review Board
- Submitting notification
Submitting Notification of Operation

Step 5: Create Notification of Operation

- Overview
Submitting Notification of Operation

Step 5: Create Notification of Operation

- The first section shows the general information of the page

**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-20171003-0962 |
| Status: | Draft |
| Initial Drafter/Date: | Cheryl Tan Bee Bee, 03/10/2017 21:39 |
| Initial Endorser/Date: | Cheryl Tan Bee Bee, 03/10/2017 21:39 |
| 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.
Step 5: Create Notification of Operation

For existing research institution (selected in Step 2)

- Indicate if your research institution is currently conducting restricted human biomedical research which commenced before 1 November 2017

Conduct of Restricted Human Biomedical Research (Refer to the Fourth Schedule of the Human Biomedical Research Act)

- Yes  
- No

* Is your research institution currently conducting any restricted research which commenced before 01/11/2017?
Submitting Notification of Operation

Step 5: Create Notification of Operation

For new research institution (selected in Step 2)
- Enter the date of commencement of the research institution’s first human biomedical research activity
- 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.
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
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
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
Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE preview the notification
- Click “Proceed to Submit”
Submitting Notification of Operation

Payment Selection

• Primary OE select the preferred mode of payment
• Click “Confirm Payment”

For payment by GIRO:
• Download the GIRO Application Form
• Complete and return the form to MOH

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.
Submitting Notification of Operation

Payment Page

• Primary OE enter payment details
• Click “Pay”
Submitting Notification of Operation

Payment Acknowledgement

- Primary OE is brought to the payment acknowledgement page
- Notification of Operation 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 (Pending Notification of IRB)” (for existing research institution); “Incomplete (Pending Notification of IRB)” (for new research institution)
- The icon 🔄 serves to remind research institutions that selected GIRO or Cheque to submit payment. The icon will be removed after MOH receives the payment.

Existing Research Institution

New Research Institution
Submitting Notification of Operation

Dashboard

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

Existing Research Institution

- Reference ID: RI-20171004-0907
- Institution Name: Ministry of Health
- Status: Active (Pending Notification of IRB)
- Last Modified By/Date: 04/10/2017

New Research Institution

- Reference ID: RI-20171003-0902
- Institution Name: Ministry of Health
- Status: Incomplete (Pending Notification of IRB)
- Last Modified By/Date: 13/10/2017
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Submitting Notification of IRB

Step 6: Create Notification of IRB

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

#### Step 6: Create Notification of IRB

- **Overview**

![Image of the webpage showing the step 6: Create Notification of IRB with options to cancel, previous, clear, save & next.](image-url)
Submitting Notification of IRB

Step 6: Create Notification of IRB

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

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

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### Step 6: Create Notification of IRB

- Enter the ID number and name of the chairperson
- Enter the MCR number and occupation 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**

<table>
<thead>
<tr>
<th>ID No</th>
<th>Name</th>
<th>MCR No</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: M12345Z</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Period of Appointment**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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**Chairperson’s Contact Information**

<table>
<thead>
<tr>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Singapore</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block No</th>
<th>Street Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Unit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact No</th>
<th>Email Address</th>
</tr>
</thead>
</table>

---

Add Institutional Review Board
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
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
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
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
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
Step 6: Create Notification of IRB

- Primary OE preview the notification
- Click “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”
Primary OE may click “Home” to access his dashboard
The status of the research institution is now “Active”
For further enquiries, you may email hbr_enquiries@moh.gov.sg