

CHICKEN SOUP FOR THE BUSY COORDINATOR

August 2024

Understanding ECOS CRMS Non-Investigator Roles

Clinical Research Management System (CRMS)

1 Study Team Members (STM)

Site personnel **directly involved in the research conduct** e.g. CRCs, Study Nurses, Pharmacists, etc

What can you do?

- IRB Forms: View & Edit
- CRMS: View & Edit
 - Study Information
 - User Authorisation List (UAL)²
 - Site Information^{1,2}
 - Milestones^{1,2}
 - Participants^{1,2}

¹Full access granted only after PI had endorsed your addition

- DNC SAE Forms:
 - View (by default for 'Active' users)²
 - Edit (only when granted by RI secretariat)²

²Access is site-specific



2 Study Administrators (SA)

Site personnel **NOT directly involved in the research but provides administrative support only**, e.g. Dept Manager providing administrative support to Department.

What can you do?

- IRB Forms: View & Edit
- CRMS: View & Edit
 - Study Information
 - User Authorisation List (UAL)²
 - Site Information^{1,2}
 - Milestones^{1,2}
 - Participants^{1,2}

¹Full access granted only after PI added or had endorsed your addition

²Access is site-specific

- DNC SAE Forms: **No access**



3 Study Sponsors (SS)

Sponsor/CRO personnel, e.g. CRAs

What can you do?

- IRB Forms: View & Edit
 - CRMS: View & Edit
 - Study Information
 - User Authorisation List (UAL)²
- ²Access is site-specific
- DNC SAE Forms: **No access**

For ECOS User Guides, please visit:



Refer to Chicken Soup Newsletter (June 24) for more information on [How To Add Team Members in Clinical Research Management \(CRMS\)](#).

Other Important Notes on CRMS (UAL):

- Addition of new user(s) by PI/Site-PI will automatically be endorsed upon submission. Status becomes 'Active'.
- Addition by others (Co-I, STM, SA, SS) will require PI's endorsement. (site-specific).
- Any user on the UAL can add or deactivate a user. Deactivation does not require PI endorsement.
- Once deactivated, access to CRMS and other related modules will be revoked, e.g. IRB, Compliance.
- Reactivation of the user is not allowed, i.e. a new entry needs to be added and endorsed to "reactivate" the user.
- Site will need to manage and keep the UAL updated, i.e. STM/SA/SS(s) no longer directly involved in the study should be deactivated in the list for access to IRB and CRMS modules to be revoked.