

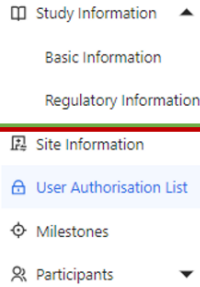
CHICKEN SOUP FOR THE BUSY COORDINATOR

October 2024

ECOS – How to Manage Multi-Site Studies (via CRMS Module)

Study Level vs Site Level Information

The ECOS CRMS module has 2 different levels of access:



Study Level

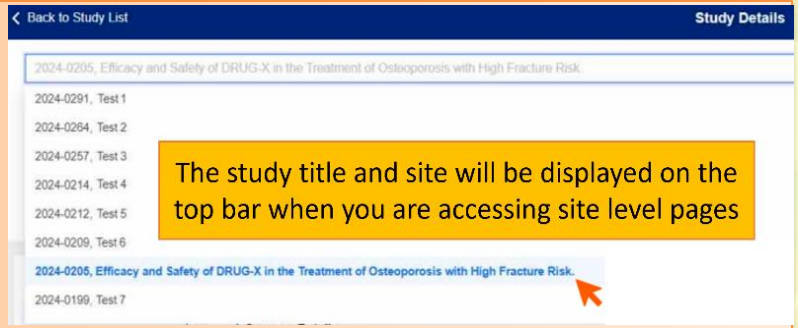
Information entered will be shared across all participating sites. E.g. data entered by 1 site will be seen by all sites. Similarly, data revision made by 1 site will also be seen by the other sites.

Site Level

Information entered are restricted to the specific site only. E.g. data entered by 1 site will not be shared nor seen by another site. Participating sites do not have access to each other's pages.

Which Study Site Am I Looking At?

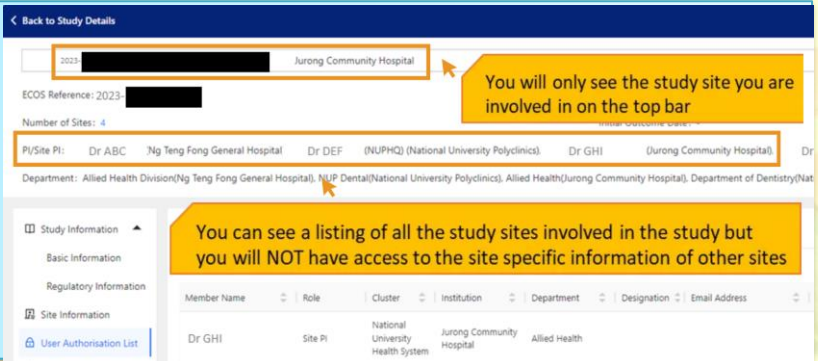
The top bar will indicate the **study title** and **study site**



The study title and site will be displayed on the top bar when you are accessing site level pages

If You Are Involved In Study Activities for only ONE Site

You should ONLY be added in the User Authorisation List (UAL) for that specific study site

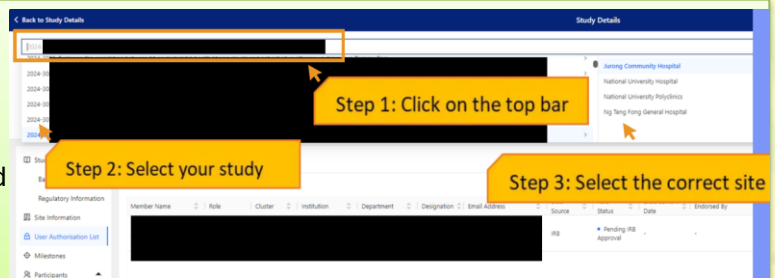


You will only see the study site you are involved in on the top bar

You can see a listing of all the study sites involved in the study but you will NOT have access to the site specific information of other sites

If You Are Involved In Study Activities for Multiple Sites

You should be added in the UAL for the different study sites that you are involved in. You can navigate between different sites by following the steps here:



Step 1: Click on the top bar

Step 2: Select your study

Step 3: Select the correct site



- For multi-site studies, you will be able to access the IRB submissions as long as you are added in the UAL for **ONE** of the study sites.
- If you need access to a specific site, you should contact the respective PI or team members listed in the study site's UAL.

The CRMS User Guide is available here: <https://for.sg/guides>