

OFFICE OF HUMAN RESEARCH PROTECTION PROGRAMME  
(OHRPP)

13a. ADDRESSING COMMON ERRORS IN  
THE DSRB ROAM APPLICATION FORM  
**SECTION B – STUDY TEAM MEMBERS**

*Reference:*

*NHG ROAM – Online DSRB Application Form Guidebook for Biomedical Study*

*NHG Group Research*

*Version November 2022*



# Study Team Members

## Section B1: Study sites and study team members

### Common errors:

ROAM profiles for investigators were not updated. Missing / incorrect information:

- Concurrent appointments in other institutions
- Change of department / institution

### How does this delay my DSRB application?

- Study was not routed to the correct DR / IR for approval.

### Remember to:

- 1) Choose the correct PI/ Institution/ Department on your ROAM Profile and Section B for all study team members
- 2) Update ROAM Profile whenever there are changes to Institution/ Department

# Study Team Members

## Section B1: Study sites and study team members – Minimum Training Requirements

### Common errors:

1. Proof of minimum training not uploaded in the Study Team members' profile
2. Financial Conflict of Interest (FCOI) CITI Training/ Declaration were not completed/ available/ updated. [Click [here](#) for more FCOI details]

### How does this delay my DSRB application?

- Unable to tell if minimum trainings were completed or any FCOI to the study. DSRB is unable to approve the study until minimum training requirements are met.

### Remember to:

- 1) Upload **minimum training** completion certificates to your **ROAM** Profile
- 2) Declare **FCOI annually** (Declaration cycle starts from 01 Dec of preceding year) and **submit** to DSRB

Minimum Training Requirements: [min\\_ethics\\_training@nhg.com.sg](mailto:min_ethics_training@nhg.com.sg)

FCOI Declarations: [DSRB\\_FCOI@nhg.com.sg](mailto:DSRB_FCOI@nhg.com.sg)

# Study Team Members

## Section B1: Study sites and study team members

### Common error:

The study roles of “co-investigator” and “collaborator” were commonly confused and incorrectly declared.

Co-Investigators	Collaborators
<ul style="list-style-type: none"><li>• Perform study-related procedures and/or make important research-related decisions.</li><li>• E.g. consent taking, subject recruitment.</li></ul>	<ul style="list-style-type: none"><li>• Assist with research-related activities that <u>do not involve subject contact</u>.</li><li>• E.g. biostatistics support, analysis of de-identified data.</li></ul>

# Study Team Members

## **How does this delay my DSRB application?**

- Minimum training requirements also apply for Co-Investigators and Collaborators (for FCOI).

## **Other implications of incorrect entry:**

- Some duties of Co-investigators may need to be declared in the DSRB application form, e.g. consent taking.
- Co-investigators may be involved in subject-related activities, which need to be delegated by the PI in the study delegation log.

Remember to select the correct study role for your study team members.

## Questions?

Refer to [www.research.nhg.com.sg](http://www.research.nhg.com.sg)

Or contact the NHG Research  
Education Unit @  
researchcoord@nhg.com.sg