

CONTENTS

1 Research Governance

- 1.1 Office of Human Research Protection Programme
- 1.2 Role and Structure of the Domain Specific Review Board (DSRB)
- 1.3 Role of Institutions, Department and Institution Representatives, Investigators and Other Study Team Members
- 1.4 Research Regulations and Guidelines
- 1.5 Does My Study Require DSRB Approval?
- 1.6 References and Suggested Readings

2 Regulatory Requirements

- 2.1 The Human Biomedical Research Act
- 2.2 The Regulation of Clinical Trials and Clinical Research Materials
- 2.3 The Personal Data Protection Act

3 The Study Team

- 3.1 Who Can Be a Principal Investigator (PI)?
- 3.2 Minimum Training Requirements for Investigators and Study Team Members
- 3.3 Responsibilities of a PI
- 3.4 Change of PI and / or Study Team Members
- 3.5 Financial Conflict of Interest (FCOI)
- 3.6 Institutional Conflict of Interest (ICOI)

4 Submissions to DSRB

- 4.1 The Application Process
- 4.2 Submission of New Applications
- 4.3 Review of Submitted Applications
- 4.4 Outcome of Review
- 4.5 Study Amendments
- 4.6 Continuing Review
- 4.7 Unanticipated Problems Involving Risks to Subjects or Others (UPIRTSO) and Expected Serious Adverse Events (SAE)
- 4.8 Non-Compliances / Study Deviations
- 4.9 Changes in Study Status
- 4.10 Other Notifications

5 Informed Consent

- 5.1 Important Considerations for the Informed Consent Process
- 5.2 Developing the Informed Consent Form (ICF)
- 5.3 Study Team Members Authorised to Take Consent
- 5.4 Documentation of Informed Consent
- 5.5 Subjects who are Unable to Read
- 5.6 Non-English Speaking Subjects
- 5.7 When a Legal Representative is Required
- 5.8 Consent for Research in Emergency Situations
- 5.9 Consent on the Removal or Use of Human Tissue or Health Information for Research in Deceased Persons
- 5.10 Waiver of Documentation of Consent
- 5.11 Waiver of Informed Consent
- 5.12 Special Requirements in Consent-taking for Restricted HBRA Regulated Research

6 Research in Vulnerable Populations

- 6.1 Research Involving Children
- 6.2 Research Involving Pregnant Women, Foetuses and Neonates
- 6.3 Research Involving Cognitively Impaired Persons
- 6.4 Research Involving Prisoners

7 Study Conduct

- 7.1 Data and Safety Monitoring
- 7.2 Privacy and Confidentiality
- 7.3 Compensation for Research-Related Injuries
- 7.4 Audits and Inspections
- 7.5 PI Self-Assessment Programme

8 NHG Standing Databases

- 8.1 Standing Databases
- 8.2 Responsibilities of Custodians
- 8.3 Consent for the Storage of Data for Future Use
- 8.4 Data Management

9 Tissue Banks

- 9.1 Definition of Human Tissue, Tissue Bank and Tissue Banking Activities
- 9.2 Tissue Bank Registration
- 9.3 Key Human Tissue Framework Requirements
- 9.4 Serious Adverse Event/ Untoward Occurrence Reporting
- 9.5 Suspected Offence Or Contravention (SOC) Reporting
- 9.6 Cessation of Tissue Bank Operations
- 9.7 Submissions to the NHG Tissue Compliance Committee (TCC) (Applicable to NHG Institutions only)
- 9.8 Tissue Bank Essential Documents

ABBREVIATIONS

Below is a list of common abbreviations that will be used throughout this Investigator's Manual.

ABPI	Association of the British Pharmaceutical Industry
BAC	Bioethics Advisory Committee
CAPA	Corrective Action and Preventive Action
CFR	US Code of Federal Regulations
CIOMS	Council for International Organisations of Medical Sciences
CIRB	SingHealth Centralised Institutional Review Board
CITI	Collaborative Institutional Training Initiative
CRC	Clinical Research Coordinator
CRF	Case Report Form
CRM	Clinical Research Materials
CRU	Clinical Research Unit
CTA	Clinical Trial Authorisation
CTC	Clinical Trial Certificate
CTN	Clinical Trial Notification
DCF	Data Collection Form
DHHS	US Department of Health and Human Services
DNA	Deoxyribonucleic acid
DR	Department Representative
DSMB	Data Safety Monitoring Board
DSRB	Domain Specific Review Board
FCOI	Financial Conflict Of Interest
FDA	US Food and Drug Administration
GCP	Good Clinical Practice
HRPP	Human Research Protection Programme
HBR	Human Biomedical Research
HBRA	Human Biomedical Research Act
HIV	Human Immunodeficiency Virus
HSA	Health Sciences Authority

ICF	Informed Consent Form
ICH	International Council for Harmonisation
ICOI	Institutional Conflict Of Interest
IDE	Investigational Device Exemption
IND	Investigational New Drug Application
IO	Institution Officer
IR	Institution Representative
IRB	Institutional Review Board
MD	Medical Device
MOH	Ministry of Health Singapore
MP	Medicinal Product
NHG	National Healthcare Group
NMEC	National Medical Ethics Committee
NUS	National University of Singapore
OHRPP	NHG Office of Human Research Protection Programme
PCR	Proper Conduct of Research
PDPA	Personal Data Protection Act
PDPC	Personal Data Protection Commission
PI	Principal Investigator
QA	Quality Assessment
QI	Quality Improvement
REC	NHG Research Ethics Committee
RI	Research Institution
ROAM	NHG Research Online Administration & Management System
SAE	Serious Adverse Event
SBE	Social, behavioural and educational (modules from CITI)
SDC	Singapore Dental Council
SMC	Singapore Medical Council
SOP	Standard Operating Procedures
STD	Sexually Transmitted Diseases
TP	Therapeutic Product

UPIRTSO	Unanticipated Problems Involving Risks To Subjects or Others
USADR	Unexpected Serious Adverse Drug Reactions