

CIRB Submission Information for SingHealth Institutions

(Correct as of 6 July 2010)

This Page is for information only and need not be submitted

CIRB Submission Deadline

The submission deadline for the month's Full Board Review is the first working day of that same month at 12:00 noon. All relevant sections of the application form must be filled out completely, including signatures from your Head of Department and Institution Representative. Kindly note only complete submission will be reviewed. Thus it is strongly recommended that the applications be submitted at least 1 week before the deadline in order for the CIRB Secretariat to check for any missing documents. Incomplete submission will not be reviewed.

Complete applications received after the deadline may only be reviewed in the following month's Full Board Review. This is also applicable for any Amendments that may require Full Board Review

(Always download the latest version of the forms via <http://research.singhealth.com.sg>)

CIRB Review Fees

For studies which are initiated by SingHealth, there is no charge for the ethics review of their initial application and any subsequent amendments to the study protocol.

For studies which are initiated by industry or commercial entities, the following review fees will apply: -

- Initial IRB Application review - S\$500 + prevailing GST rate (i.e. S\$535)
- Subsequent Amendments - S\$100 + prevailing GST rate (i.e. S\$107)

Payment is to be made by cheque. Please make the cheque payable to "**Singapore Health Services Pte Ltd**" and submit the cheque together with your applications. Kindly attach the following information with the cheque:

- Full protocol title
- PI's name, department and institution
- Sponsor's contact person (name and mailing address for receipt)

Important: The CIRB will be unable to release the Approval Letters if payment has not been received.

Submission Requirement

- 1 signed original and 10 copies (Kindly note there is the requirement for the signature of the relevant Institution Representative, please ensure you have fulfilled this requirement before sending in your application)
- **Postal Address:** SingHealth CIRB Secretariat
Office of Research
Singapore Health Services Pte Ltd
7 Hospital Drive, #03-01, Block A
SingHealth Research Facilities
Singapore 169611

CIRB Tel: 6323-7515
Fax: 6236-6053
Email: irb@singhealth.com.sg

The Five Review Boards of CIRB

With effect from 1 April 2009, the Specialities in the Five Review Boards are as follows:-

CIRB A	CIRB B	CIRB C
Ophthalmology Psychiatry Neurology/Neurosurgery (Including sleep studies) Genetics Geriatric Medicine Nursing and Health Service Research	Oncology Haematology Pathology	Cardiovascular Science Pharmacology Emergency Medicine Endocrinology Diagnostic Imaging Respiratory Medicine
CIRB D	CIRB E	
Obs/Gynaecology Anaesthesia (including acupuncture) Surgery ENT Dentistry Sports & Rehab Medicine Allied Health	Infectious Disease Gastroenterology Renal Medicine Rheumatology/Immunology Dermatology Paediatric Medicine Family Medicine	

A	Chair	Dr Khoo Chong Yew		
	Secretariat	Chia Joo Yi	6323 7460	chia.joo.yi@singhealth.com.sg
		Christine Yeo Lee Siang	6323 7516	christina.yeo.l.s@singhealth.com.sg
B	Chair	Dr Vijay Kumar Sethi		
	Secretariat	Elaine Tan Hwee Kee	6323 7449	elaine.tan.h.k@singhealth.com.sg
		Jayna Lee Geok Hwa	6323 7512	jayna.lee.g.h@singhealth.com.sg
C	Chair	Dr Jagadesan Raghuram		
	Secretariat	Leow Boon Hwi	6323 7439	leow.boon.hwi@singhealth.com.sg
		May Sim Kwang Mei	6323 7435	may.sim.k.m@singhealth.com.sg
D	Chair	Dr Steve Yang		
	Secretariat	Phyllis Tham Jia Hui	6323 7458	phyllis.tham.j.h@singhealth.com.sg
		Bawani Suppiah	6323 7511	bawani.suppiah@singhealth.com.sg
E	Chair	Dr Lim Sok Bee		
	Secretariat	Sunny Kort Tjang	6323 7440	sunny.kort.tjang@singhealth.com.sg
		Margaret Lee Sork Kiang	6323 7513	margaret.lee.s.k@singhealth.com.sg

List of Institution Representatives

Institution	Name	Designation
Changi General Hospital	Dr Tan Thean Yen	Head, Research
Investigation Medicine Unit	Dr Darren Lim	Acting Director, Investigation Medicine Unit
KK Women's & Children's Hospital	Ms Diana Teo	Manager, KK Research Centre
National Cancer Centre	Dr Vijay Kumar Sethi	Chairman, Medical Board
National Dental Centre	Dr Andrew Tay Ban Guan	Chairman, NDCS Research Committee
National Heart Centre	A/Prof Tan Ru San	Director, Clinical Trials
National Neuroscience Institute	A/Prof Christopher Ang Beng Ti	Chairman, Research Committee
Singapore General Hospital	Prof Fong Kok Yong	Ag Chairman, Division of Research
Singapore National Eye Centre / Singapore Eye Research Institute	Prof Wong Tien Yin	Institute Director, Singapore Eye Research Institute
Singapore Health Services (SingHealth)	Prof Fong Kok Yong	Director, Clinical Research
SingHealth Polyclinics	Dr Tay Ee Guan	Director, Research and Education

DSRB Submission Information for NHG Institutions

(Correct as of 16 September 2008)

DSRB Online Submission Requirements

DSRB Submissions are to be made online via the B2BResearch Online portal at www.b2bresearch.nhg.com.sg

For detailed information about how to submit applications online, please download our Account Registration and Online DSRB Application Form Guidebooks at:-

<http://www.b2bresearch.nhg.com.sg/Content/content.aspx?id=129a8d75-ac18-4b27-974a-b2898c104d9b#B2BResearch>



DSRB Online Submission Deadline

The submission deadline for the month's Full Board Review is the first working day of that same month.

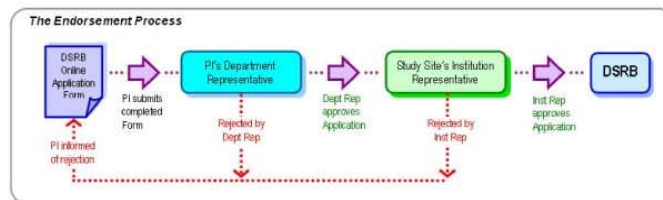
Applications received after the deadline may only be reviewed in the following month's Full Board Review. This is also applicable for any Study Amendments that may require Full Board Review.

IMPORTANT: When the DSRB Online Application Form is submitted, it is automatically forwarded to the appropriate Department and Institution Representatives for their review and endorsement, provided that they have already been registered with the DSRB as the appropriate Representatives.

The DSRB will only receive the online Application when all the appropriate Department and Institution Representatives have given their endorsements via the B2BResearch Online portal.

The submission Deadline **does not** take into account the time needed for the Department and Institution Representatives to review and endorse the Application.

Hence, Principal Investigators are strongly advised to prepare and submit their Applications well before the Deadline in order to provide sufficient time for their respective Department and Institution Representatives to review and endorse their Applications **before** the submission Deadline.



DSRB Review Fees

For studies which are initiated by NHG Staff, there is no charge for the ethics review of their initial application and any subsequent amendments.

For studies which are initiated by Industry or commercial entities, the following review fees will apply:-

- Initial DSRB Application review - S\$500 + current GST rate (ie: Initial Review Fee with 7% GST is S\$535)
- Subsequent Amendments - S\$100 + current GST rate (ie: Amendment Review Fee with 7% GST is S\$107)

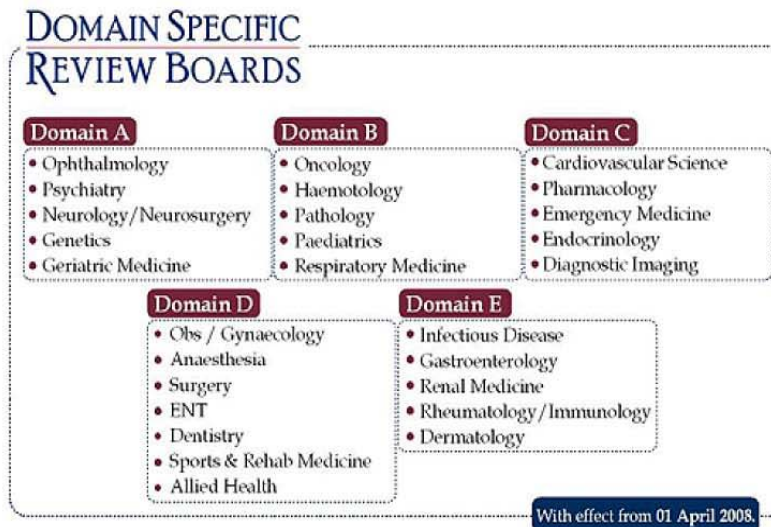
Payment is to be made by Cheque. Please make the cheque payable to "National Healthcare Group Pte Ltd" and submit the cheque to the DSRB. Please remember to attach the following information with the cheque:-

- Full Protocol Title (as submitted in the DSRB Online Application Form)
- Principal Investigator (Name, Institution, Department)
- Sponsor's Contact person (Name, Mailing address for receipt)

IMPORTANT: The DSRB will be unable to release the Approval Letters if payment has not been received.

The DSRB Domains

With effect from 1 April 2008, the DSRB Domain specialties are as follows:-



DSRB Domain Administrators

A

Domain Chair: **Dr Sim Kang**

Coordinator: **Dr Karabee Mukherjee** | 6496 6953 | karabee_mukherjee@nhg.com.sg

Asst Coordinator: **Mr Wenald Loh** | 6496 6954 | wenald_wh_loh@nhg.com.sg

B

Domain Chair: **Dr Lee Soo Chin**

Coordinator: **Ms Louise Goh** | 6496 6978 | louise_gh_goh@nhg.com.sg

Asst Coordinator: **Ms Andrea Chong** | 6496 6976 | andrea_ym_chong@nhg.com.sg

C

Domain Chair: **Dr Goh Boon Cher**

Coordinator: **Ms Sim Ee Ling** | 6496 6957 | ee_ling_sim@nhg.com.sg

Asst Coordinator: **Ms Siti Zawiyah** | 6496 6958 | siti_zawiyah@nhg.com.sg

D

Domain Chair: **A/Prof Low Yin Peng**

Coordinator: **Ms Kelly Chan** | 6496 6959 | kelly_yw_chan@nhg.com.sg

Asst Coordinator: **Ms Norsalleha Bte Salim** | 6496 6960 | norsalleha_bte_salim@nhg.com.sg


E


Domain Chair: **Dr Ng Swee Cheng**


Coordinator: **Ms Leong Yuan Ting** | 6496 6955 | yuan_ting_leong@nhg.com.sg

Asst Coordinator: **Ms Lisa Chew** | 6496 6956 | lisa_xs_chew@nhg.com.sg


NOTE: For Allied Health, Nursing & Para-clinical research protocols, please select the most appropriate Domain according to the main disease type/ condition being studied. Do note that the DSRB may re-assign your application to another Domain upon preliminary review of your application.

 **National Healthcare Group HQ – Research & Development Office**
Domain Specific Review Boards (DSRB)
 No. 6, Commonwealth Lane, GMTI Building,
 Level 4, Unit 01/02, Singapore 149547

 6471 3266

 rdo-dsrb@nhg.com.sg

 6496 6257

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