

## e-CIRB Quick Reference Guide – CIRB Comment

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### 1. General Information

- a) With effect from 13 June 2016, a new feature (CIRB Comment) will be added to iSHaRe e-CIRB. This feature will change the mode of correspondences with the Principal Investigator (PI). Future correspondences initiated by the CIRB Secretariat in response to the submission received (i.e. clarifications and modifications required to the research proposal) will be through the CIRB Comment.
- b) Once the comment is received, anyone in the study team can assist to draft the reply or amend the form (if applicable). However, only the PI is able to make the submission to CIRB.  
*Note: This is with the exception of LSAE Report Form. The Site-PI and Co-I would be able to perform the actions of the PI.*
- c) There can be multiple correspondences on a submission.

### 2. How to use the CIRB Comment feature?

In general, there would be 2 scenarios wherein CIRB comment are received - without form return and with form return. The step-by-step guide is detailed in Section 2.1 and 2.2 respectively.

When the CIRB comment is sent, the PI, Site-PI (if applicable) and Protocol Administrator (PA) would be notified via system and email notification. An example of the notification is as follow:



*Image: Email notification when CIRB comment is sent*

The comments are accessible via the CIRB Comment icon in the respective forms.

A general rule of thumb:

Red icon (  ) = Comment pending reply

Blue icon (  ) = Comment replied

## 2.1. CIRB comment received without form return

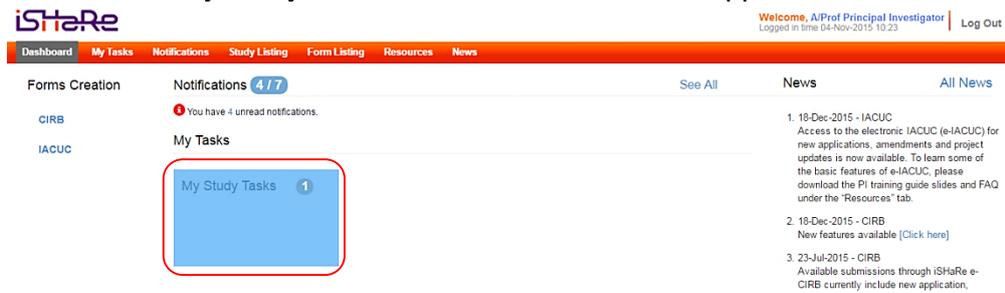
### Steps:

1a Click on the blue hyperlink text on the email notification.

1b If already in iSHaRe,

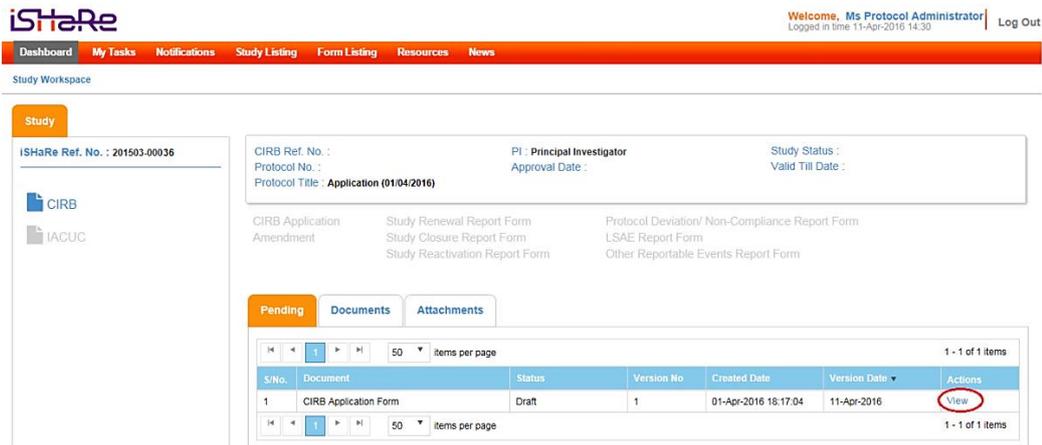
- Study team  
Search for the study via the “Study Listing” or Form Listing”.

- PI  
Click on the “My Study Tasks” blue tile and select the applicable submission.



The screenshot shows the iSHaRe dashboard for a Principal Investigator. The 'My Tasks' section contains a blue tile labeled 'My Study Tasks' with a '1' notification badge, which is highlighted with a red rectangular box. Other visible elements include the 'Forms Creation' section with 'CIRB' and 'IACUC' links, a 'Notifications' section with '4/7' unread notifications, and a 'News' section with three recent news items.

2 At the study workspace, click on “View” to access the submission which has comments from the CIRB secretariat.



The screenshot shows the 'Study Workspace' for a study with reference number 201503-00036. It displays various forms and a table of pending documents. The table has columns for S.No., Document, Status, Version No., Created Date, Version Date, and Actions. The first row shows a 'CIRB Application Form' in 'Draft' status, with a 'View' button circled in red in the 'Actions' column.

S.No.	Document	Status	Version No	Created Date	Version Date	Actions
1	CIRB Application Form	Draft	1	01-Apr-2016 18:17:04	11-Apr-2016	View

3 Click on the red “CIRB Comment” icon.



The screenshot shows the 'Study Workspace' for the 'CIRB Application Form'. The status bar at the bottom right indicates 'Status : Pending PI Rep' and features a red circular icon with a white 'CIRB' comment icon, which is the target for the next step.

- 4 Click on the “Reply” hyperlink and you will be directed to the inbox where you can view the comments.

CIRB Comment ×

Subject	Form Returned for Amendment	Status	Received Date	Replied Date	Updated Date	Last Updated By	Action
1 CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)	No	Pending Reply	11-Apr-2016 17:01	-	-	-	<a href="#">Reply</a>

CIRB Comment ×

[Inbox](#) > [Comment](#) 

CIRB Application Form (Version 1)

CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)

— Sent Date : 11-Apr-2016 17:01

Dear A/Prof Principal Investigator

**CIRB Ref No.:** 2016/2016

**Protocol Title:** Application (01/04/2016)

**Submission Type:** CIRB Application Form (Version 1)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify....
2. Please clarify....

- 5 After reading the comments, scroll down to the bottom of the panel and click “Reply”.

*Note: The button to click will be “Edit Reply”, if you’re re-accessing the comments after it has been saved before.*

CIRB Comment ×

**Protocol Title:** Application (01/04/2016)

**Submission Type:** CIRB Application Form (Version 1)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify....
2. Please clarify....

Thank you.

Ms Board Secretariat  
SingHealth Centralised Institutional Review Board  
Email: boardsecretariat@singhealth.com.sg  
DID: 6111 111

**Form was not returned for amendment. You would not be able to edit the form.**

[Reply](#) [Cancel](#)

- 6 Proceed to enter your reply in the relevant textboxes.

CIRB Comment



[Inbox](#) > [Comment](#) > Reply

[CIRB Application Form \(Version 1\)](#)

CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

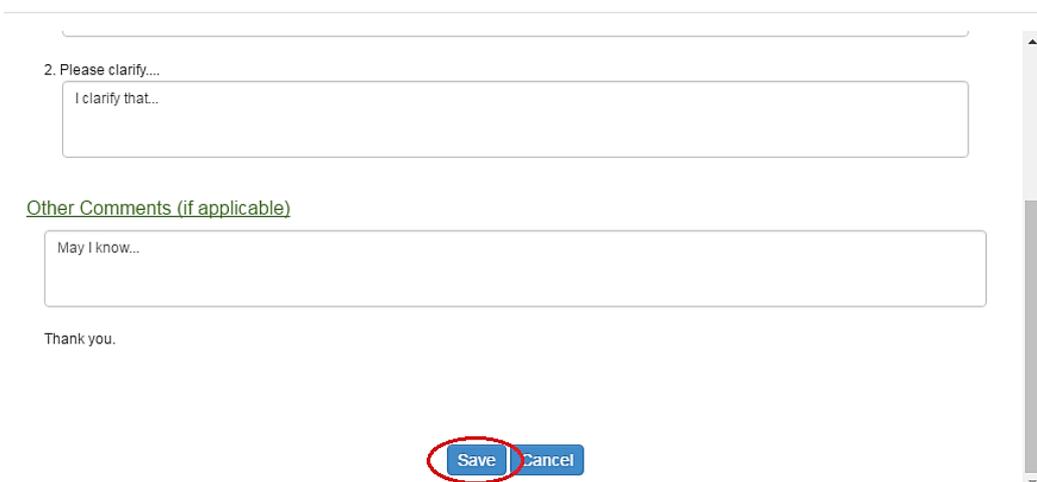
1. Please clarify...

2. Please clarify...

[Other Comments \(if applicable\)](#)

- 7 Click on “Save” after you are done drafting the reply.

CIRB Comment



2. Please clarify...

I clarify that...

[Other Comments \(if applicable\)](#)

May I know...

Thank you.

**Save** **Cancel**

- 8 - Study team drafts the reply  
Inform your PI the reply has been drafted and ready for submission. Following Step 1 - 4 to access the CIRB comment, the PI would need to click on the “Send Reply” button to submit the reply to CIRB.
- If further changes are required to the drafted reply, click in the “Edit Reply” button. Thereafter, to submit the reply to CIRB, inform your PI. He/she would need to click on the “Send Reply” button.
- PI drafts the reply  
After clicking on the “Save” button at Step 7, the PI will be directed to the panel as shown below. Click on the “Send Reply” button if the reply is ready for submission to CIRB.

If further changes are required to the drafted reply, click on the “Edit Reply” button. Thereafter, to submit the reply to CIRB, click on the “Send Reply” button.

CIRB Comment x

**Submission Type:** CIRB Application Form (Version 1)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify....
2. Please clarify....

[I clarify that...](#)

[Other Comments](#)

May I know...

Thank you.

Ms Board Secretariat  
SingHealth Centralised Institutional Review Board  
Email: boardsecretariat@singhealth.com.sg  
DID: 6111 111

Form was not returned for amendment. You would not be able to edit the form.

Edit Reply Send Reply Cancel

## 2.2. CIRB comment received with form return

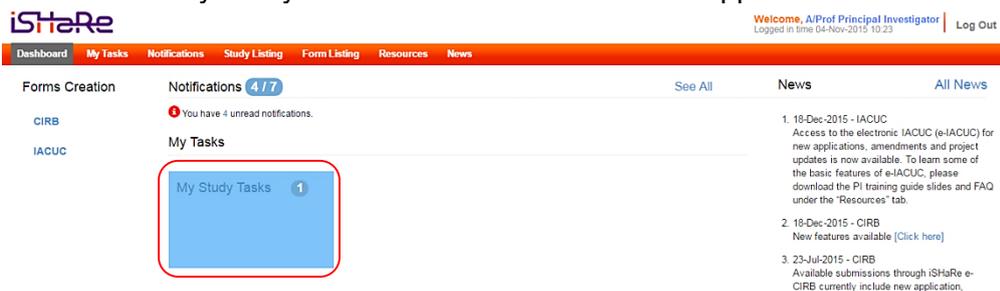
### Steps:

1a Click on the blue hyperlink text on the email notification.

1b If already in iSHaRe,

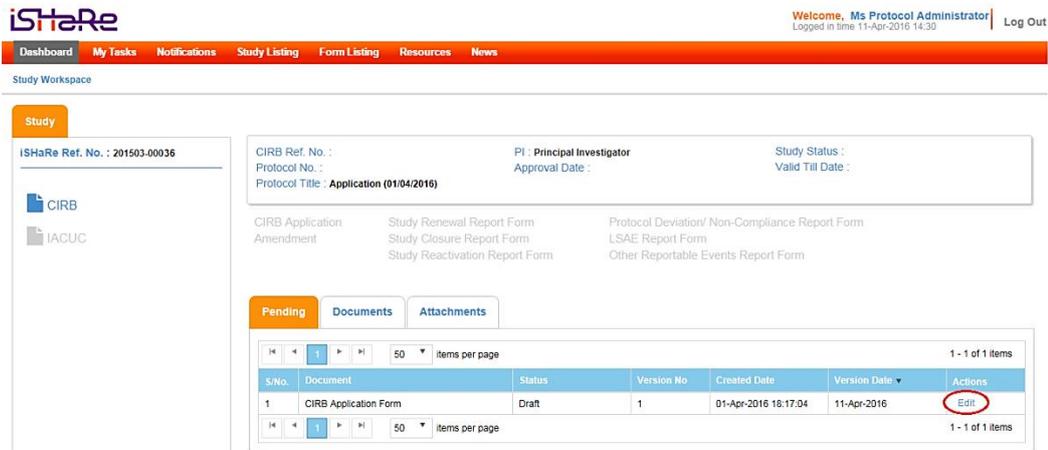
- Study team  
Search for the study via the “Study Listing” or Form Listing”.

- PI  
Click on the “My Study Tasks” blue tile and select the applicable submission.



The screenshot shows the iSHaRe dashboard interface. At the top, there is a navigation bar with tabs for Dashboard, My Tasks, Notifications (4/7), Study Listing, Form Listing, Resources, and News. Below the navigation bar, the main content area is divided into sections. On the left, there is a 'Forms Creation' section with links for CIRB and IACUC. In the center, there is a 'My Tasks' section with a blue tile labeled 'My Study Tasks' and a small red circle with the number '1' next to it, which is highlighted by a red rectangular box. On the right, there is a 'News' section with a list of recent updates, including dates and titles related to IACUC and CIRB submissions.

- 2 At the study workspace, click on “Edit” to access the submission which has comments from the CIRB secretariat.



- 3 Click on the red “CIRB Comment” icon.



- 4 Click on the “Reply” hyperlink and you will be directed to the inbox where you can view the comments.

CIRB Comment

Subject	Form Returned for Amendment	Status	Received Date	Replied Date	Updated Date	Last Updated By	Action
1 CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)	No	Pending Reply	11-Apr-2016 17:01	-	-	-	Reply

CIRB Comment

[Inbox](#) > [Comment](#)

[CIRB Application Form \(Version 1\)](#)

CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)

— Sent Date : 11-Apr-2016 17:01

Dear A/Prof Principal Investigator

CIRB Ref No.: 2016/2016

Protocol Title: Application (01/04/2016)

Submission Type: CIRB Application Form (Version 1)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify....
2. Please clarify....

- 5a You may choose to either amend the form or reply to the CIRB comment. Both actions can be done in either sequence.

To reply to the comments, scroll down to the bottom of the panel and click "Reply".

*Note: The button to click will be "Edit Reply", if you're re-accessing the comments after it has been saved before.*

CIRB Comment x

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Protocol Title: **Application (01/04/2016)**  
Submission Type: **CIRB Application Form (Version 1)**

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify...
2. Please clarify...

Thank you.  
Ms Board Secretariat  
SingHealth Centralised Institutional Review Board  
Email: boardsecretariat@singhealth.com.sg  
DID: 6111 111

**Form was returned for amendment.**

Proceed to enter your reply in the relevant textboxes.

CIRB Comment x

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[Inbox](#) > [Comment](#) > [Reply](#)

[CIRB Application Form \(Version 1\)](#)

CIRB Comments - CIRB Ref 2016/2016 : Application (01/04/2016)

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify...
2. Please clarify...

[Other Comments \(if applicable\)](#)

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- 5b To edit the form, scroll down to the bottom of the panel, click “Cancel” and close the panel.

After you are done making changes to the form, follow Step 3 – 5a to access the comment and reply accordingly.

CIRB Comment x

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Protocol Title: **Application (01/04/2016)**

Submission Type: **CIRB Application Form (Version 1)**

The CIRB reviewed the submission and would like to request for the following clarification/amendment:

1. Please clarify....
2. Please clarify....

Thank you.

Ms Board Secretariat  
SingHealth Centralised Institutional Review Board  
Email: boardsecretariat@singhealth.com.sg  
DID: 6111 111

**Form was returned for amendment.**

- 6 Click on the “Save” button to save the reply entered.

If no more change is required, check the checkbox and click “Save”.

*Note: Once checkbox is checked, the “Finalise” icon will appear in the form.*

CIRB Comment x

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Other Comments (if applicable)

Thank you.

Please check if the reply is ready for submission.

- Once the checkbox is checked, the form can then be finalized for submission together with the reply.
- If changes need to be made to the finalized form and reply, the PI would need to unlock the form.
- To submit, the PI would need to click on the “PI Submit” icon.

7 Click on the “Finalise” icon.



- Study team drafts and finalise

The status of the form will be changed to “Pending PI Submit”.

Inform your PI the reply and form are ready for submission. Following Step 1 and 2, the PI would need to click on the “PI Submit” icon to submit the reply and form to CIRB.



*Note: After finalisation, the form and reply will not be editable.*

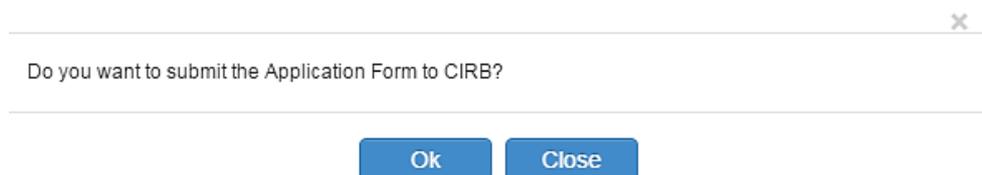
If further changes are required to the drafted reply or form, please contact the PI to unlock the form by clicking on the “Unlock” icon. Only the PI has access to perform this action.



Thereafter, finalise the form again. To submit the reply and form to CIRB, inform your PI. He/she would need to click on the “PI Submit” icon.

- PI drafts and finalise

PI will be prompted as shown below. Clicking “Ok” will submit the form and reply to CIRB.



If further changes are required to the drafted reply or form, click on the “Close” button. Thereafter, to submit the reply and form to CIRB, finalise and proceed with the submission to CIRB.

### 3. Contact Us

If you have any queries, please contact [irb@singhealth.com.sg](mailto:irb@singhealth.com.sg).