

Note for NHG-based MOHH Residents / SAF Staff / Doctors

Per the NHG HBR Minimum Training Requirements listed on the NHG research Website:

[NHG :: RDO :: HBR Essential Research Conduct \(ERC\) Course](#).

All NHG-based MOHH Residents/Doctors or NHG-based SAF Staff/ doctors[#] who are participating in HBR in the capacity of NHG PI/Co-I/ Collaborator/ study team member are also required to complete the HBR ERC Online Course (HBR Minimum Training).

[#]SAF-NHG staff/ doctors (with formal NHG Appointment with NHG Institutions including affiliate or joint appointments).

Note: If you had already completed HBRA minimum training course from SingHealth, NUHS or NUS Cluster, it will be recognised by NHG. You may read the following:

1. Additional Supplementary Readings listed on this HBR ERC Course webpage: [NHG :: RDO :: HBR Essential Research Conduct \(ERC\) Course](#)
2. The NHG specific research policies/SOPs listed on the NHG Research Website via the NHG Intranet (SharePoint) via the links below:
 - <https://www.research.nhg.com.sg/> > Home > Resources > Proper Conduct of Research SOP & templates
 - <https://www.research.nhg.com.sg/> > Home > Conducting Research > Who can be a Principal Investigator > Research Policies That You Must Know

If you are UNABLE to access the NHG SharePoint intranet, please approach your NHG PI or Institution Research Office /CRU for a copy of NHG Research Policy and Proper Conduct of Research SOPs.

Reminder:

- At your 1st login to ECOS, on your Profiles page, upload your HBR minimum training certification/ record for verification prior to the new HBR applications and amendments.
- Please also file a copy of the training certificate in your Investigator File.

(Template) Request to Access HBR ERC Online for NHG-based MOHH Residents/ SAF Staff / Doctors

If you require access the **HBR ERC Online Course**, please submit a request with a Declaration of your Reporting office (R.O) / Head of Department (HOD)'s endorsement on your research involvement to the NHG OHRPP Research Education Unit.

You may use the template for declaration below (with the required details) and email it to research_courseadmin@nhg.com.sg, copying your NHG Reporting Officer/Head of Department (HOD).

An email notification will be sent to you after approval is granted. If you did not receive the email notification within 1-2 working days after requesting for access, please login to eLEARN to check if you are able to access the HBR ERC Online Course.

Upon successful approval, you will be granted 1 month access (from date of approval) to complete the online course.

Declaration of R.O/HOD's Endorsement:

I, <insert Name of Requestor>, <MCR no.> had obtained the endorsement of my Reporting Officer <insert Name & Designation>/ HOD <insert Name & Designation> for my involvement in Human Biomedical Research (HBR) study, and to have access to NHG research policies /SOPs and the NHG HBR ERC online course for the purpose of my research work and/ meeting the NHG HBRA minimum training requirement.

Details of Involvement in HBR study:

- Name of MOHH resident/doctor/requestor:
- Department:
- Study /ECOS / DSRB Ref number:
- Role in the study (e.g., Principal Investigator/ Co-investigator, Collaborator):
- The period/duration of your involvement in the study:
- eLEARN User ID: