SINGAPORE SPORT INSTITUTE INSTITUTIONAL REVIEW BOARD

- Research Monitoring Guide



1. Research Monitoring

1.1 Periodic Update of Research

It is the responsibility of the Principal Investigator(s) to provide status update every half-yearly (i.e., before the last calendar day of June and December). SSI-IRB Secretariat will provide email reminders to researchers when the reporting date nears. Researchers who miss the stipulated reporting dates will be given a warning and are required to update the status within 7 calendar days. Failure to do so will result in internal disciplinary action (i.e., suspension of study). Repeated offenders will face similar disciplinary actions.

STATUS UPDATE OF RESEARCH



It is the responsibility of the Principal Investigator(s) to:

- Provide status update of on-going research online (~3 min)
- By the end of every January & July
- Via <u>bit.ly/39vUMWI</u>



FAILURE TO UPDATE STATUS OF RESEARCH



Researchers who fail to comply:

- Given a warning; to submit research status within 7 calendar days
- Disciplinary actions will be taken

1.1 Internal Audit of Research Studies

YEARLY RESEARCH AUDIT



- Conducted once a year (can be during any period)
- Approved research in the following phases will be selected at random:
 - Completed
 - o On-going Data Collection
 - On-going Data Analysis
- Principal Investigator(s) of selected studies will be notified 2 weeks prior to

PREPARATION FOR AUDIT

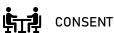


- Acknowledge audit date within 3 working days
- Non-response cases will face disciplinary actions
- Principal Investigator(s) of selected studies to prepare related materials (i.e., consent forms, data collected - hard/softcopies, etc.)

AUDIT PROCESS



Internal audit to be carried out. Focused areas are as follow:





DATA COLLECTION



DATA STORAGE

POST-AUDIT FEEDBACK



- Feedback to be provided for audited research studies
- Implement corrective action plans for studies with lapses in processes or non-adherence to research protocol