

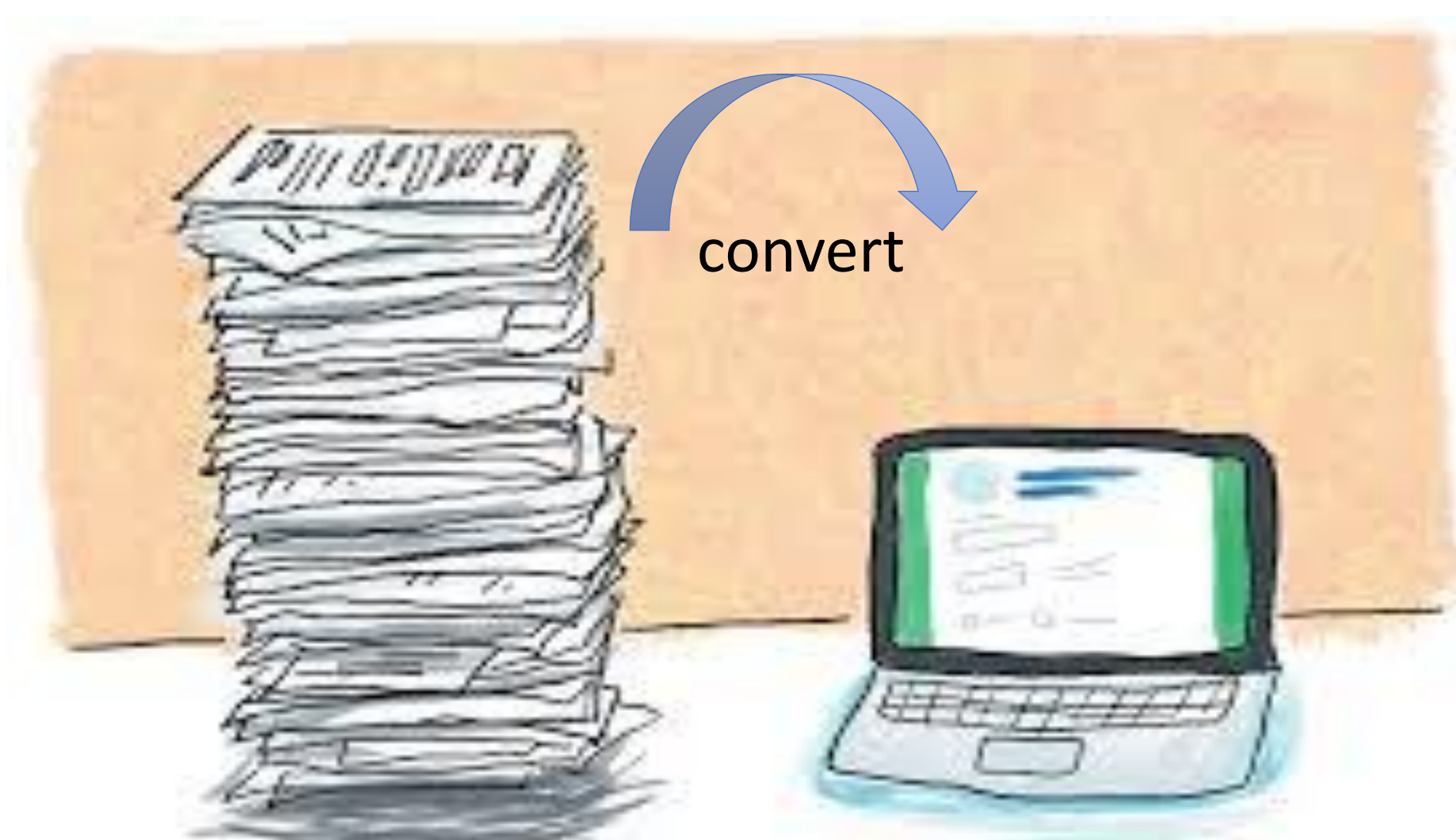
## Introduction

Integrated System in Healthcare for Research (iSHaRe), a web-based submission platform for IRB application, was implemented since September 2014. An approximate of 1500 studies approved via paper submission were still ongoing prior to the conversion exercise.



## Aim

To streamline the renewal and subsequent submissions for paper approved studies, the CIRB embarked on a conversion exercise from paper to electronic applications since March 2018.

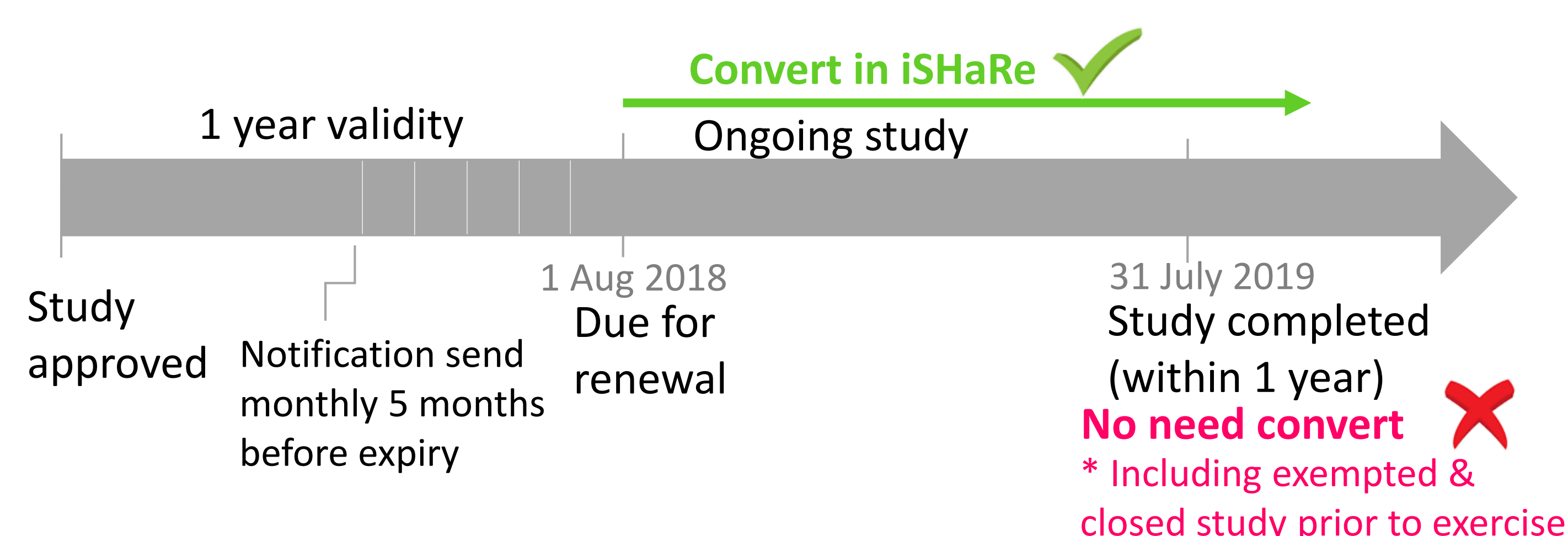


## Methodology

**Consideration factors:** Cost, complexity, volume, time and compatibility with current workflow

**Adopted method:** Run both paper and online submission system concurrently while converting in phases over a 1 year period (based on the study expiry date)

- Circulars to inform research community
- Monthly roadshows to increase awareness and educate research community



**Action required by PI:** Submit approved application in iSHaRe together with status update of the study

- Changes limited to updating study team members' information and consent form to be in compliance with the HBRA requirements.



## Result & Discussion



Time saving from concurrent review of 2 types of submission (conversion application and renewal)



Cost saving from printing, paper purchase and storage of study documents



Streamline all submission of IRB applications via a single portal - iSHaRe



- Increased accessibility: Track application status online, retrieve information via simple search
- Increased flexibility: Ability to work remotely



2 additional notifications sent 5 and 4 months before study expiry allow ample time for submission



Monthly roadshows and familiarity with iSHaRe enhances the ease and efficiency of submission

## Conclusion

Paperless

iSHaRe has allowed an efficient and economical transition to an online platform.

With the completion of the conversion exercise, the CIRB will achieve a paperless submission and review process.

Although additional resources (time and effort) were required from all stakeholders initially, the outcome yields significant benefit to the research community in the long run. Adequate data security and continuity plan has been put in place to protect the confidentiality of the information submitted.