



香港大學
University of Hong Kong



香港大學及醫管局香港西醫院聯網研究倫理委員會
Institutional Review Board of HKU / HA HKW

Room 504, 5th Floor, Administration Block, Queen Mary Hospital, Hong Kong
Tel: 2855 3351 Fax: 2855 4005

From: Chairman, HKU / HA HKW IRB
Date: 28 February 2003

To: Distribution

Institutional Review Board of HKU / HA HKW (HKU / HA HKW IRB)

The Institutional Review Board of the University of Hong Kong / Hospital Authority Hong Kong West Cluster (HKU / HA HKW IRB) will be in pilot operation on 1 March 2003. This new IRB will replace the Ethics Committee of the Faculty of Medicine of HKU and the Institutional Review Board of the Queen Mary Hospital (QMH IRB) with effect from the same date.

The new IRB is established to consider, with reference to the principles of the Declaration of Helsinki and applicable laws, protocols for research which involve human subjects undertaken by researchers in HKU and the HA Hong Kong West Cluster.

Guidelines on application procedures and relevant information on the new IRB have been prepared and are available from the IRB office located in Queen Mary Hospital, or from the following websites:

- a. <http://qmh.home/web-research&publication-research.asp>
- b. <http://www.hku.hk/facmed/res>

For ease of reference, a few important issues are summarized as follows:

1. For the time being, all protocols are to be submitted by way of the existing application form of the QMH IRB. The date for adoption of a new version, which is being finalized, will be announced in due course.
2. All duly completed applications must be submitted to the Executive Secretary of IRB prior to the commencement of any proposed project for which ethical approval is sought.
3. A floppy disk containing the application form, the details of the protocol, including information on consent, participant information material, *etc* must be submitted together with the application.
4. The Committee approval, with or without conditions attached, or disapproval of the application will be communicated in writing to the principal investigator after review.

5. The new IRB will meet twice per month. In line with the ICH GCP, new applications which fall in with the IRB's criteria for full review will be considered at the IRB meetings. The first meeting will be held on 25 March 2003 and the deadline for submission for that meeting is 7 March 2003.
6. A fee of HK\$8000.00 per application will be levied on full review of each of phase 1, 2 and 3 drug trials.

I should be grateful if you will promulgate the content of this memo to staff concerned. For enquiries, please contact IRB secretaries: Mr. Chris Yip at 2855 3351 or Mr. W.H. Lee at 2855 4086.

(Signed)
(Professor C L Lai)
Chairman
HKU / HA HKW IRB

Encl.

- Terms of reference and membership of HKU / HA HKW IRB

Distribution

Dr York Chow, CCE (HKW) / HCE, QMH, TYH & DKCH

Dr Vivian Wong, D (PS&MD), HAHO

Professor SK Lam, Dean, Faculty of Medicine, HKU

Mr Henry Wai, Registrar, HKU

Dr SC Leung, HCE, GH & NLH) Please distribute to all COSs,

Dr KT Tom, HCE, TWH) Consultants and departments i/c concerned

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Dr Fung Hong, CCE (NTE)

All Members, HKU / HA HKW IRB

All Cluster Directors, Cluster Coordinators and Cluster GMs and GMNs in HKWC (by e-mail)