



**Institutional Review Board of  
The University of Hong Kong /  
Hospital Authority Hong Kong West Cluster**



香港大學及醫管局港島西醫院聯網研究倫理委員會

Effective Date: 1 May 2013

HKU/HA HKW IRB

**GUIDANCE NOTES FOR THE PREPARATION OF AN  
INVESTIGATOR'S SHORT CV**

Approved by: Professor Sydney Tang, Chairman, HKU /HA HKW IRB  
Name / Title

S. Tang 24 Apr 2013

Signature / Date

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## **INVESTIGATOR'S SHORT CV**

All investigators working within a clinical study must submit an up to date short curriculum vitae at the time of a HKU/HA HKW IRB submission.

According to the Helsinki Declaration "Biomedical research involving human subjects should be conducted only by scientifically qualified persons and under the supervision of a clinically competent medical person. The responsibility for the human subject must always rest with a medically qualified person and must never rest on the subject of the research, even though the subject has given his or her consent."

Details of the particular format should include information such as present position, education, experience, professional qualifications, courses attended, conferences attended, teaching experience, clinical trials involvement and academic output.

A template for the Investigators Short CV is given on the following page.

## Investigator's Short CV

NAME

### Present Position

Year Department and Institution Name  
Title  
address1  
address2  
address3  
address4  
Fax:  
Tel:  
E-Mail:

### Education – undergraduate and postgraduate

Year Institutes  
degree in which subject

### Experience

Year Department and Institution Name  
Title

### Professional qualification

Year Association  
Member

### Courses – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Title of the Course  
*day/hour, Organization, Country*

### Conferences – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Title of the Conference  
*day/hour, Organization, Country, speaker/participant*

### Teaching – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Topic  
*hour, Organization, Country*

### Clinical trials involvement

Year Therapeutic area  
Number of patients  
Responsibility

### Academic output

Publications	International Journals	n=	Local	n=
	Book chapters	n=	Letters	n=
Invited speaker	International Meetings	n=	Local	n=
Presentations	International Meetings	n=	Local	n=