

Submission Highlights & IRB Meeting Dates
HKU/HA HKW Institutional Review Board (HKU/HA HKW IRB)
 香港大學及醫院管理局港島西醫院聯網研究倫理委員會

I. APPLICATION PROCEDURES

NEW Hospital Authority Clinical Research Ethics Review Portal

All applicants have to upload your research ethics application through the HA CRER Portal
 (<https://hacrerportal.ha.org.hk/>).

(A) **IMPORTANT STEPS** to take when using the HA CRER Portal for uploading

1. Please read the Configuration, User Manuals and Quick Guides provided on the webpage.
2. If you already have an HA e-mail account (e.g. : xxxxx@ha.org.hk) or HKU e-mail account (e.g. xxxxx@hku.hk) then you can access to the Portal after signing up:
<https://hacrerportal.ha.org.hk/>
3. If you do not have an HA e-mail account or HKU e-mail account, then you need to sign up a User Account first.
4. Provide details in the Application Form on the Portal.
*(Remark: Please state the primary affiliation of all investigators when filling in all parts of the Form, including the Team Member Form and Personal Particulars of Site Principal Investigator (PI).
 For HKU staff, please state Cluster as Others and Hospital/Institution as HKU.
 For HA staff, please state Cluster as HKWC and complete your primary affiliated hospital.)*
5. Upload all the key documents (e.g. Investigator's Brochure, Protocol, Information Sheet and Consent Forms, Assessment Tools, Questionnaires, short CV, etc) by providing the key documents a specific Document Name with Version No. and Date (e.g. *Study Protocol, Version no.01 dated 2024.01.15*) on the Portal.
6. **Submit** your application in the Portal.
7. Print out hard copy for All documents and obtain the required signatures and endorsements.
8. Send in one hard-copy set (with the required **"Original Signatures"**) to IRB for initial checking. Extra copies (depending on the type of review) may be required later.
9. We will inform you if any changes are required, so that you could revise the documents on the Portal.
10. Key documents for a submission should include the following:
 - (a) Research Submission
 - i. Covering submission letter
 - ii. Application form
 - iii. Protocol (with Version No. and Date)
 - iv. Investigator's brochure (applicable to clinical drug trials)
 - v. Information sheet and consent form (English & Chinese) (with Version No. and Date).
 - vi. All Investigators' short CVs.
 - vii. All Investigators' Conflict of Interest Declaration Forms
 - viii. Other study-related documents, e.g. questionnaire, assessment tools, etc.
 - ix. Certificate of insurance, if applicable
 - x. Declaration of support from other departments/services form, if applicable
 - (b) Case Report Submission
 - i. Application form
 - ii. Abstract of Case Report
 - iii. Journal's ethical requirement
 - iv. Patient's Consent Form (if applicable)

For post-approval submissions, please send in 1 hard copy with original signature(s) and the concerned document(s) to IRB no matter whether the initial application is approved in the current HA CRER Portal or not.

II. **Review Fees (for Commercial-sponsored clinical studies)**

	Type of Submission	Fee for clinical research ethics review by IRB, incl. maintenance fee (initial application)	Annual Maintenance Fee (until final report submission)	Fee for another Full-Review due to significant changes to the study protocol	Fee for scientific evaluation by Scientific Review Panel (if applicable)
1.	Phase 1 commercial-sponsored clinical studies	- HK\$16,000 (or US\$2,044*) per application -HK\$5,000 (or US\$639*) per study site	HK\$5,000 (or US\$639*) per study site	HK\$16,000 (or US\$2044*)	HK\$20,000 (or US\$2,548*)
2.	Other commercial-sponsored clinical studies				Not applicable

* with bank charges

A cheque made payable to “Hospital Authority - Queen Mary Hospital” and a completed Billing of Annual Maintenance Fee form are required to be submitted together with the application documents. All charges are non-refundable.

III. **Endorsement on the application form by Chief of Service or Head of Department (or authorized representatives)**

1. For HKU (Faculty of Medicine/Dentistry) staff, if the principal investigator / co-investigator is a Head of Department, the application form has to be endorsed by the Associate Dean (Research).
2. For HA staff, if the principal investigator /co-investigator is a Chief of Service, the application form has to be endorsed by the appropriate Hospital Chief Executive (HCE), or the appropriate Cluster Chief Executive (CCE) should the HCE is also participating in the research concerned.

IV. **Submission address**

The Secretary, HKU/HA HKW Institutional Review Board
Room 901, 9/F, Administration Block, Queen Mary Hospital,
102 Pok Fu Lam Road,
Hong Kong.

VI. **Office Hours**

Monday to Friday
8:45 am – 1:00 pm
2:00 pm – 5:30 pm
(Lunch Time: 1:00 pm – 2:00 pm)

VII. Enquiries

E-mail: hkwirb@ha.org.hk

Secretariat

- a. Ms. Jenny Ng (Tel: 2255 4086)
- b. Ms. Emily Tse (Tel: 2255 3923)
- c. Ms. Julia Tong (Tel: 2255 6788)
- d. Ms. Clara Leung (Tel: 2255 4162)

VIII. IRB Meeting Dates for Full-Review

IRB Secretariat would list the submission for a full-review only upon receiving all the required documents after necessary amendments well in advance and would confirm with the principal investigator the date of the full-review for the mandatory presentation by the principal investigator (or their co-investigators, if applied) in the meeting. IRB Secretariat may inform principal investigator to include a PowerPoint that summarizes the study if presentation is not mandatory. If you would like to check the updated status of listing for full-review meetings, please contact IRB Secretary directly.

Full-Review Meeting Dates

2026

Month		Dates of meeting			
January	2026	6	Jan	2026	Tuesday
		21	Jan	2026	Wednesday
February	2026	3	Feb	2026	Tuesday
		25	Feb	2026	Wednesday
March	2026	10	Mar	2026	Tuesday
		31	Mar	2026	Tuesday
April	2026	14	Apr	2026	Tuesday
		29	Apr	2026	Wednesday
May	2026	12	May	2026	Tuesday
		27	May	2026	Wednesday
June	2026	9	Jun	2026	Tuesday
		24	Jun	2026	Wednesday
July	2026	7	Jul	2026	Tuesday
		22	Jul	2026	Wednesday
August	2026	4	Aug	2026	Tuesday
		19	Aug	2026	Wednesday
September	2026	1	Sept	2026	Tuesday
		16	Sept	2026	Wednesday
October	2026	6	Oct	2026	Tuesday
		21	Oct	2026	Wednesday
November	2026	3	Nov	2026	Tuesday
		18	Nov	2026	Wednesday
December	2026	1	Dec	2026	Tuesday
		16	Dec	2026	Wednesday

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