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 Eric TSE, Chairman, HKU / HA HKW IRB
Name / Title

Signature / Date

This document is not issued to the public, and all rights are reserved by the Clinical Trials Centre, Faculty of Medicine, The University of Hong Kong, HKSAR. The document may not be reviewed, abstracted, quoted, reproduced or translated in whole or in part without the prior permission of the Clinical Trials Centre, Faculty of Medicine, The University of Hong Kong, HKSAR. No part of this document may be stored in a retrieval system or transmitted in any form or by any means – electronic, mechanical or other – without prior written permission of the Clinical Trials Centre, Faculty of Medicine, The University of Hong Kong, HKSAR.

© Clinical Trials Centre, Faculty of Medicine, The University of Hong Kong, HKSAR 2003.
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 thought 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.
Guidance Notes For the Preparation of an Investigator's Short CV

**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=  

Page 3 of 3