THE UNIVERSITY OF HONG KONG
Committee on the Use of Live Animals in Teaching and Research

To:   All Teaching Staff, PDFs and RAPs of the LKS Faculty of Medicine, Faculties of Dentistry, Engineering, Science and Social Sciences

Cc:   Animal Laboratory/Facility In-charge & Liaison Persons

**New Online Submission System for CULATR – CARES**

We are pleased to inform you of the new online system, Computerized Animal Research Ethics System (CARES), for the handling of CULATR applications and amendments.  Researchers requiring approval for animal ethics for their projects are invited to submit applications via CARES.  The launch of CARES is in three phases as follows:

| Period | Phase |
|---|---|
| December 6, 2021 to March 31, 2022 | Phase 1 - Pilot Launch to selected departments; Hardcopy applications continue to be accepted |
| April 1, 2022 to May 31, 2022 | Phase 2 - Soft Launch to all; Hardcopy applications continue to be accepted |
| June 1, 2022 | Final Phase - Full Launch; Hardcopy applications no longer accepted |

The Secretariat and Committee shall upkeep our commitment in the timely assessment of protocols during peak periods for HMRF and GRF applications through the launch of the new system.

**Link to CARES:** Please access the new system via https://cares.hku.hk/en/default.aspx (VPN required if not on campus).

**Training & Reference:** To assist with the transition, a range of video and PDF materials are available to guide users on how to use the system and complete the new application forms.  These can be found at https://intraweb.hku.hk/local/launit/cares.html.

Practical training sessions have also been scheduled for 4-5 pm on April 8 & 12, 2022 via Zoom.  Please register for these via https://app.med.hku.hk/CCMRPracticalTrainingSession/SubmissionForm.  New sessions will be made available progressively.

**User Access:** By default only Principal Investigators can create and edit applications in CARES.  If a delegate is to be enabled from your team as "protocol editors", please submit a request via the online "CARES Modification Form" at https://intraweb.hku.hk/local/launit/form.html.  New users requiring accounts or existing users requiring setup in project teams should also submit a request via the same form.

Please direct technical related enquiries to the system help desk at cares.help@hku.hk.  Application progress related enquiries should be directed to the Secretariat via culatr@hku.hk.

(Ms) Kimmy Liu
for Secretary
Committee on the Use of Live Animals
in Teaching and Research

March 31, 2022
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