SCIENTIFIC AND ETHICS REVIEW COMMITTEE (SERC)

SERVICE DELIVERY CHARTER

VISION: To ensure that all research activities are conducted in an ethical and responsible manner.

MISSION: To provide a transparent and cohesive research ethics review system that safeguards the dignity, rights and well-being of all research participants, in support of the national and international research infrastructure.

SERVICES OFFERED	APPLICATION REQUIREMENT	COST OF SERVICE						WAITING TIME
Approval of Proposal	- Submit duly filled application form online - A soft copy of the documents sent to serc@kcau.ac.ke - If hard copies will be required, you will be communicated to. - Payment receipt as proof of payment - Typed letter of Introduction by PI	**KCA UNIVERSITY STUDENTS**	**KSH**	**USD**	**NON – KCA UNIVERSITY STUDENTS**	**KSH**	**USD**	**4-6 weeks**
		Diploma Undergraduate Masters PHD Postdoc or Fellowship **KCA UNIVERSITY STAFF**	1,000 1,500 3,000 5,000 7,000	10 15 20 50 70	Diploma Undergraduate Masters PHD Postdoc or Fellowship **NON- KCA UNIVERSITY STAFF**	1,500 2,500 5,000 7,000 20,000	15 25 50 70 200	
		Non-Funded Research	3,000	30	Non-Funded Research	10,000	100	

		KENYAN INSTITUTIONS (SCIENTISTS/PIs)			FOREIGN INSTITUTIONS (SCIENTISTS/PIs)			
	• Research Instruments (questionnaires, interview, focus group discussion) • Debriefing forms • Updated Abridged CVs of PI and other investigators • Permission letters • Informed Consent Forms	Institutions/companies Research Consultancy	20,000 10,000	200 100	Institutions/companies Research Consultancy	50,000 30,000	500 300	
Review of Amendments	• Submit amended copy Online • Highlight the amendments	Free			Free			**2-4 weeks**
Renewal of ethical clearance	• Duly filled continuing review form and supporting documents • Study progress report	30% of Review cost						**4-6 Weeks**
Study Modification	• Duly filled modification form and supporting documents	50% of Review fee						**2-3 Weeks**
Expedited Review	• Submit all required documents online	50% above normal fee						**1-2 Weeks**
Clinical Trial studies	• Submit all relevant documents online		50,000	500		100,000	1,000	**4-6 Weeks**

N.B. **The estimated waiting time assume the submission was complete. All communications to the applicants are through the SERC chairperson.**

IERC meetings take place every **Last Tuesday** of the Month and all complete research applications should get to the SERC by the **2nd Tuesday** of every month for it to be reviewed in that month.

For further information about KCA University SERC, click on this link to our website

https://research.kcau.ac.ke/ethics-review-committee/

For any other inquiries and payments contact

SERC Secretariat

Email: serc@kcau.ac.ke