



THE TECHNICAL UNIVERSITY OF KENYA

INSTITUTIONAL SCIENTIFIC & RESEARCH ETHICS REVIEW COMMITTEE (TUK-SERC)

SERVICE CHARTER

The TUK-ISERC is committed to providing efficient, transparent, and timely ethical review services in accordance with NACOSTI regulations, University policies, and international ethical guidelines (WHO, CIOMS, Declaration of Helsinki).

- Submission of proposals is via email tuk-iserc@tukenya.ac.ke or website <https://tukenya.ac.ke/iserc>
- All fees must be paid before review commences.

APPLICABLE FEES

S/No	Service	Requirements from Applicant	Cost of Service (KES/USD)	Timeline
1	Submission of new research proposal (Full Review – Internal)	Application form, protocol, consent forms, CV, tools	Diploma – 200; Undergraduate – 1,000; Masters – 2,000; PhD – 5,000; Post-doc – 10,000; Faculty (Funded/Unfunded) – 25,000	Acknowledgement: 2 days; Decision: 30 days
2	Submission of new research proposal (Full Review – External)	Application form, protocol, consent forms, CV, tools	Diploma – 400; Undergraduate – 1,500; Masters – 3,000; PhD – 7,000; Post-doc – 15,000; Faculty (Funded/Unfunded) – 25,000; Kenyan Institutions – 30,000; Foreign Institutions – USD 500 ; Foreign PI – USD 150; Clinical Trial Local – 100,000; Clinical Trial Foreign – USD 1,000	Acknowledgement: 2 days; Decision: 30 days
3	Expedited review	Written request + justification + complete protocol	50% above normal review fee	Decision: 3–10 days

For more information visit <https://tukenya.ac.ke/iserc>



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4	Renewal / Continuing review	Progress report + compliance documents	30% of original review fee	Submit 3–4 weeks before expiry
5	Study modification	Revised protocol + request letter	50% of original review fee	7 days
6	Minor amendment	Amendment request	500	7 days
7	Major amendment	Amendment request + revised protocol	2,000	7 days
8	Adverse event review	AE / SAE report + supporting documents	No extra fee (covered under approved study)	7 days
9	Ethical clearance certificate	Approved protocol + payment receipt	Included in review fee	Within 6 days after approval
10	Appeals	Formal appeal letter	Same as original review fee	30 days
11	Inquiries & official correspondence	Written or email request	No fee	5 working days
12	Training & sensitization workshops	Registration / nomination	As determined per workshop	As scheduled
13	Site monitoring / inspection	Active approval + site details	Included in review fee (local); External sites may attract cost recovery fee	7 days' notice; report within 14 days



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PAYMENT DETAILS

Bank Transfer	Cheque Payment	E-citizen	Mpesa/Airtel Money
Bank Name: Kenya Commercial Bank Account Name: The Technical University of Kenya Account Number: 1101631953 Branch: Moi Avenue Branch SWIFT Code: KCBLKENX			Paybill 522522
			← Acc No.
Applicant MUST submit the payment transfer advice to TUK Finance Office and obtain official receipt, the upload the receipt to the email above.			

GENERAL NOTES

- Expedited review requires written justification.
- Renewal applies annually for ongoing studies.
- Amendment classification is determined by the Ethics Review Committee.
- USD payments apply to foreign institutions and are payable at prevailing exchange rate.
- This Service Charter shall be reviewed every 3 years or earlier in line with NACOSTI regulations and international best practices.