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KNH- UoN ERC SERVICE DELIVERY CHARTER

	Activity	Time	Charges
1.	Research Proposal Submission (Initial Submission) a. Secretariat counterchecks proposal to ensure all requirements are met (i.e. researcher followed ERC guidelines and checklist, application form filled and attached, all relevant appendices attached- consent forms, study tools, CVs, etc. payments made and copy of receipt included). Proposal then received; stamped and assigned protocol number. b. Executive secretary assigns reviewer(s). c. Dispatch to reviewer(s) d. Primary review comments e. Feedback letter compiled f. Feedback letter signed g. Researcher notified to pick feedback letter	10 Minutes 72 hours (3 days) 24 hours (1 day) 8 weeks (2 months) 48 hours (2 days) 72 hours (3 days) 24 hours (1 day)	Undergraduate (local) KSh 500 Post-graduate (local) KSh 2,000 PhD/Post-Doctoral (local) KSh 5,000 Proposal from KNH/UoN members staff non funded KSh 5,000 Proposal not from KNH/UoN members staff non funded KSh 10,000 <u>Collaborative studies:</u> PI/Co-PI KNH/UoN KSh 24,000 PI/Co-PI Not KNH/UoN KSh 40,000 Studies approved local accredited ethics (SERU) KSh 12,000 Randomized Clinical trials USD 1,000 Randomized control trials (social sciences) USD 500 <u>Foreign students:</u> Undergraduate USD 100 Post graduate USD 250

2.	Resubmission of Research Proposal (Second submission after corrections) - Secretariat counterchecks revised proposal to ensure all requirements are met (i.e. application form filled and attached, cover letter included and pages where corrections have been made indicated, all relevant appendices attached- consent forms, study tools, CVs etc. Proposal then received (stamped). - Dispatch to reviewer(s) Second review comments: - Recommendation of Approval Executive secretary gives input - Study approved - Recommendation of second resubmission- Secretariat compile letter	10 minutes 24 hours (1 day) 4 weeks (1 month) 72 hours (3 days) 48 hours (2 days)	FREE
3.	Modifications - Secretariat counterchecks to ensure all requirements are met (i.e. Approved proposal update form filled and attached, introductory letter indicating which amendments have been made to the study included, payments made, etc.) Modified proposal received (stamped). Executive secretary gives input: - Minor modifications- Handled administratively - Major modifications- Executive secretary assigns reviewer* - Dispatch to reviewer - Review comments - Feedback letter compiled by secretariat - Notification to researcher to pick letter	10 Minutes 72 hours (3 days) 24 hours (1 day) 4 weeks (1 month) 48 hours (2 days) 24 hours (1 day)	Randomized clinical trials USD 100 Collaborative studies - Major modification USD 50 - Minor modification USD 5

4.	Study Renewals a. Secretariat counterchecks to ensure all requirements are met (i.e. Approved proposal update form filled and attached, introductory letter clearly highlighting request and justification for the study renewal included, progress report attached, payment made etc.) b. Executive secretary gives input Handled administratively c. Feedback letter/ of Study renewal approval letter compiled d. Notification sent to researcher to pick letter	10 Minutes 72 hours (3 days) 48 hours (2 days) 24 hours (1 day)	Masters proposal Free PhD Proposal Ksh 2,000 Collaborative/RCTs Ksh 5,000
5.	SAES and Protocol deviations a. Secretariat counterchecks to ensure all requirements are met (i.e. Approved protocol update form filled and attached, Study CRF/ detailed report attached). Report officially received. b. Executive secretary gives input/ assigns reviewer to assess report. c. Dispatch to reviewer d. Comments from reviewer e. Acknowledgement letter/ or Feedback letter drafted f. Notification to researcher to pick letter	10 minutes 72 hours (3 days) 24 hours (1 days) 4 weeks (1 month) 48 hours (2 days) 24 hours (1 day)	FREE

