

SUBMISSION CHECKLIST FOR NON-KEMRI PROTOCOLS

1. **THE PROPOSAL:** (This should include a title, Investigators and Affiliations, abstract/summary, introduction/background/literature review, study justification, hypotheses (if applicable), study objectives, methodology, ethical considerations which includes the recruitment plan, risks/benefits, confidentiality, storage of samples and material samples, data management, data analysis, budget and budget justification, role of investigators and CV's and references).
2. **SCIENTIFIC APPROVAL:** (Protocols must undergo scientific review by a departmental research group that has individually qualified to evaluate the scientific merit of the study being proposed).
3. **STUDY INSTRUMENTS:** (These include questionnaires, Focus Group Discussion (FGD) guides, community engagement brochures/posters).
4. **INFORMED CONSENT DOCUMENT IN ENGLISH AND LOCAL LANGUAGE TRANSLATIONS IF APPLICABLE (Provide copies of translation and back translation Certificates):** (The ICD should have the following elements:- Title, Investigators and their Affiliations, Introduction, Purpose, Procedures, Voluntariness, Confidentiality, Risks/Benefits, Contact address of Principal Investigators(s) and the KEMRI/ERC which is the Secretary, Tel: 2722541 or 0717719477 and a signature form which may have a place for thumbprint and witness for the illiterate participant).
5. **CURRICULUM VITAE:** (The CV should be brief (3-4 pages) and 5 most recent publications)
6. **Copies of Ethics Training Certificates for Principal Investigators and other key study personnel.**
7. **PAYMENT:** Principal Investigators pay Kshs. 100,000 for ethical clearance.
 - a. **A cheque of Kshs. 100,000: Payee: Director KEMRI**
The PI to come with the Cheque to Obtain Official KEMRI Receipt at Cash Office
 - b. **Money Wiring Details**
 - i. **Bank Name: Kenya Commercial Bank**
 - ii. **Account Name: KEMRI**
 - iii. **Account Number: 1104174529**
 - iv. **Branch: KCB Kipande House**
 - v. **Swift Code: KCBLKENX005**

The P.I. to send an Advice as evidence that money has been wired, taken to cash office and official KEMRI receipt be obtained

8. **Principal Investigators should submit soft copies of the documents to seru@kemri.org and copy to kemriseru18@gmail.com be submitted. The cover letter is addressed to:**

*The Head, Scientific and Ethics Review Unit (SERU),
KEMRI , P. O. Box 54840-00200, Nairobi; Telephone numbers: 020-2722541, 0722205901,
0733400003; Mobile no:0717719477 Email address: seru@kemri.org.*