



KENYA MEDICAL RESEARCH INSTITUTE

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KEMRI/RES/7/3/1

April 10, 2019

TO WHOM IT MAY CONCERN

RE: INTRODUCTION AND IMPLEMENTATION OF PROTOCOL PROCESSING FEE AT THE KENYA MEDICAL RESEARCH INSTITUTE

This is to inform you that the KEMRI Board of Management approved the protocol processing and review fees during the 110th Meeting held on 13th September 2018. Consequently, the protocol processing and review fees will be applied to the new proposals submitted to the KEMRI's Scientific and Ethics Review Unit (SERU) effective **1st July 2019**. This fee is necessitated by the need to meet additional regulatory requirements and to cover administrative processing of research protocols.

The protocol processing and review fees will be as follows:

	Type of protocol	Fee protocol per (Full Committee Review) (Kshs)	Fee protocol per (Expedited Review) (Kshs)	Annual renewals
KEMRI protocols				
	Clinical trial	200,000	N/A*	10,000
	Non-clinical trials			
	1. Collaborative /External funding			
	1.1. KEMRI staff is a PI/Co-PI	25,000	37,500	2,500
	1.2. KEMRI staff is a CO-I	50,000	75,000	5,000
	2. Non-collaborative/self-sponsored	5,000	7,500	500
	3. PhD student	2,000	N/A*	0
	4. Undergraduate and Master's Students protocol	1,000	N/A*	0

	5. Internal Research Grants (IRG)	5,000	7,500	500
	6. National Research Fund (NRF)/ National Commission for Science Technology and Innovation (NACOSTI)/ Government of Kenya (GoK)	10,000	15,000	1,000
	Quick turn-around review request**	100,000	N/A	100,000
Non-KEMRI protocols				
	Clinical trial	200,000	N/A	10,000
	Non-clinical trials	100,000	200,000	7,500
	Student protocols	35,000	N/A*	N/A
	Quick turn-around review request*	100,000	N/A	100,000
Penalties				
	Penalty for late application for annual renewal	5,000	N/A	N/A
	Penalty for late submission of revised protocol (More than 2 months)	2,500	N/A	N/A
	Expunged studies	4,000	N/A	N/A

*** - Indicates that the application does not meet the criteria for the expedited review.**

**** - Quick turn-around reviews are for protocols that require very urgent review to address a major/emergent public health concern in the country.**

Please note the following;

- a. You are required to make the payment using either of the following two modes;
 - a. A cheque payable to the Director, KEMRI in Kenya Shilling
 - 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
- b. Submit the proof of payment to the KEMRI Headquarters Cash Office and attach the official payment receipt with each application submitted at the KEMRI SERU Office.
- c. The cost of review shall be incurred regardless of whether the study is initiated or not, the study is terminated before milestones are attained, or even if a contract is never finalized. The invoice shall therefore be due and payable upon receipt.
- d. The Principal Investigator shall be responsible for ensuring that the review fee is paid.
- e. The Principal Investigator shall be required to inform sponsors of these fees (where applicable). Since KEMRI shall commit its full resources to each review,

- the fees shall be due in full even if the study is not approved, study participants are not enrolled, or the study is terminated before objectives are reached.
- f. There shall be no anticipated exceptions to the applicability of the proposed fee. However, exemptions will be considered for special circumstances.
 - g. A request for fee exemption shall be submitted, in writing, by the Principal Investigator to the Head, SERU. The request will be required to contain the following information: the study synopsis, study budget, justification for conduct of the study, and justification for waiver. Any decision reached on the request shall be final and not be subject to appeal.
 - h. All requests for expedited review and quick turn-around review shall be paid for and processed after the approval of the Head, Scientific and Ethics Review Unit.
 - i. Kindly note that the review fee shall be non-refundable.
 - j. The above charges may be reviewed from time to time.

Thank you for your continued support.



Prof. Samuel Kariuki
Director (Research and Development)
FOR: DIRECTOR GENERAL, KEMRI

C.C. All Heads of Directorates