## ANNEX (4 A)

### INSTITUTIONAL RESEARCH AND ETHICS COMMITTEE (IREC)

**MOI TEACHING AND REFERRAL HOSPITAL**
P.O. BOX 3
Eldoret
Tel: 33471/2/3

**MOI UNIVERSITY**
SCHOOL OF MEDICINE
P.O. BOX 4606
Eldoret

### SERVICE DELIVERY CHARTER

<table>
<thead>
<tr>
<th>NO</th>
<th>SERVICE OFFERED</th>
<th>CUSTOMER REQUIREMENT</th>
<th>COST OF SERVICE</th>
<th>WAITING TIME *</th>
</tr>
</thead>
</table>
| 1  | Approval of proposal | • 4 bound copies of the proposal signed by all required designees.  
• Electronically filled and printed reviewer guideline forms  
• 4 electronically filled and printed abstract forms  
• 4 electronically filled and printed vulnerable population forms (only those dealing with vulnerable population)  
• Study budget  
• A soft copy of the proposal sent to IREC mail at contact@irec.or.ke or in a CD. | Bachelors/Diploma-ksh.1000  
Masters-ksh.2000  
PhD-ksh.3000  
Faculty/Post-Doctoral-ksh.5000  
Staff proposals-ksh.2000  
Funded proposals-  
• <USD50,000= USD 500  
• 50,000-100,000USD =USD1000  
• >100,000USD =1500USD | 6–8 weeks |
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Cost</th>
<th>Time Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review of amendments</td>
<td>- Copy of PI resume/CV/biosketch - Receipt from trans national bank - Four spring files(Unlabelled)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Review of amendments</td>
<td>- 2 copies of electronically filled and printed amendment form - Documents highlighting the amendment</td>
<td>1000 ksh</td>
</tr>
<tr>
<td>3.</td>
<td>Continuing review/re-approval</td>
<td>- Continuing review form duly filled and supporting documentation - Study progress reports.</td>
<td>FREE</td>
</tr>
</tbody>
</table>

*The time estimates assume complete submission:

In case of any difficulty and or poor services do not hesitate to contact:

The Human Participant Administrator  
P.O. Box 3,  
ELDORET.  
Mobile no. +254787723677  
Tel: 053-2033471/2/3 Extension 3008  
E-mail: admin@irec.or.ke, irecoffice@gmail.com, irec@mtrh.go.ke

**HUDUMA BORA NI HAKI YAKO**