



## **ANNEX (4 A)**

### **INSTITUTIONAL RESEARCH AND ETHICS COMMITTEE (IREC)**

MOI TEACHING AND REFERRAL HOSPITAL  
P.O. BOX 3  
ELDORET  
Tel: 334711/2/3

MOI UNIVERSITY  
SCHOOL OF MEDICINE  
P.O. BOX 4606  
ELDORET

### **SERVICE DELIVERY CHARTER**

NO	SERVICE OFFERED	CUSTOMER REQUIREMENT	COST OF SERVICE	WAITING TIME *
1	Approval of proposal	<ul style="list-style-type: none"> <li>• 4 bound copies of the proposal signed by all required designees.</li> <li>• Electronically filled and printed reviewer guideline forms</li> <li>• 4 electronically filled and printed abstract forms</li> <li>• 4 electronically filled and printed vulnerable population forms (only those dealing with vulnerable population)</li> <li>• Study budget</li> <li>• A soft copy of the proposal sent to IREC mail at <a href="mailto:contact@irec.or.ke">contact@irec.or.ke</a> or in a CD.</li> </ul>	Bachelors/Diploma- ksh.1000  Masters-ksh.2000  PhD-ksh.3000  Faculty/Post-Doctoral- ksh.5000  Staff proposals- ksh.2000  Funded proposals- <ul style="list-style-type: none"> <li>• &lt;USD50,000= USD 500</li> <li>• 50,000- 100,000USD =USD1000</li> <li>• &gt;100,000USD =1500USD</li> </ul>	6-8 weeks

		<ul style="list-style-type: none"> <li>• Copy of PI resume/CV/biosketch</li> <li>• Receipt from trans national bank</li> <li>• Four spring files(Unlabelled)</li> </ul>		
2	Review of amendments	<ul style="list-style-type: none"> <li>• 2 copies of electronically filled and printed amendment form</li> <li>• Documents highlighting the amendment</li> </ul>	1000 ksh	2-4 weeks
3	Continuing review/re-approval	<ul style="list-style-type: none"> <li>• Continuing review form duly filled and supporting documentation</li> <li>• Study progress reports.</li> </ul>	FREE	2 weeks

\* 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](mailto:admin@irec.or.ke), [irecoffice@gmail.com](mailto:irecoffice@gmail.com), [irec@mtrh.go.ke](mailto:irec@mtrh.go.ke)

**HUDUMA BORA NI HAKI YAKO**