

## PU-ETHICS REVIEW COMMITTEE

### HECK LIST FOR SUBMITTING PROPOSAL FOR ETHICAL REVIEW

1. **Fill the application form** and submit it alongside the other documents.
2. **Submit CV for Investigator(s):** The Principal Investigator alongside the collaborators for all non - academic research projects. For academic proposals submitted through the University only the PI's CV is required.
3. **Layman Summary:** This is a brief summary of the proposal in simple language that can be understood by a non-professional. This is similar to a concept note which includes the title; introduction – background information, problem statement, justification, broad objective, specific objectives, hypothesis; methodology – study site, design, data to be collected, data analysis and expected output. Note: This is in non-technical language which can be understood by a layman or non-professional.
4. **Submit Informed Consent:** This is the one used to inform the participants on what the research entails before they can accept or reject to participate in the research. Principal investigators should full identify themselves who they are, which institution they are affiliated to. The informed consent is supposed to be informative enough to make the participant aware of what is involved in the research and what is expected of them. The informed consent is supposed to inform the participants whether there are some risks or benefits in participating in the research. At the end there should be a space for signing. This should be included in the proposal.
5. **Submit two hard copies of Proposal for review:** The proposal should be meeting all the scientific requirements in terms of formatting, methodology: study site, design, data to be collected, data analysis and ethical requirement: how the participants shall be selected and protected.
6. **Pay review fee and submit receipt:** All research proposals/Projects must pay the review fee before the proposal is reviewed. All non-academic projects are reviewed at a fee of 0.1% of the total budget or \$500 whichever is higher. For academic proposals PhD – Ksh. 5,000.00, Staff Project – Ksh. 4000.00, Masters – Ksh. 3,000.00, Undergraduates – Ksh. 1,000.00. Diploma Ksh. 500.00.