



THE AGA KHAN UNIVERSITY

Faculty of Health Sciences
Medical College

INTERNAL MEMO

From: Professor Stanley Luchters 
Interim Chair - Institutional Ethics Review Committee (IERC)
Aga Khan University, (Kenya)

To: AKU Kenya MC & SONAM (Faculty, Residents/Trainees)

Copy: Dean, Medical College
Dean, School of Nursing and Midwifery
Associate Dean Research, Faculty of Health Sciences
Heads of Departments
IERC Vice Chair and Members

Date: January 20, 2021

Re: 2021 Meeting Schedule - Institutional Ethics Review Committee

The Aga Khan University, Nairobi Institutional Ethics Review Committee (IERC) Standard Operating Procedures (SoPs) provide that committee meeting dates and agenda closing dates shall be circulated and diarized at the beginning of each calendar year. Please thus see below the IERC meeting schedule for 2021

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|---------------------|----------------------|
| - January 18, 2021 | - August 09, 2021 |
| - February 08, 2021 | - September 13, 2021 |
| - March 08, 2021 | - October 18, 2021 |
| - April 12, 2021 | - November 08, 2021 |
| - May 10, 2021 | - December 06, 2021 |
| - June 14, 2021 | - January 17, 2022 |
| - July 12, 2021 | |

The IERC will proceed on recess from December 10, 2021, and will thus not accept any new requests for review until Monday, January 03, 2022. Further, please note that:

1. The IERC shall endeavor to meet on a regular basis as per above schedule – subject to workload. Changes in meeting dates will be communicated in advance
2. The committee shall review new applications at its next available meeting providing the complete research proposal(s) or application(s) are received by the Research Office (RO) on or before the closing date i.e. not later than ten working days before the next meeting date. Late submissions will automatically be rolled-over to the subsequent meeting.
3. An application will be considered as “received” when the PI submits a complete dossier within a working day, i.e. Monday to Friday (0800 -1700 hrs.), excluding public holidays.
4. A list of required documentation is provided in section 4.4 of the IERC SoPs. Incomplete applications will thus not be processed for review.

I look forward to your support in streamlining our research ethics processes in line with the [Guidelines for Ethics Review Committee, Kenya](#). If you have any queries or need further clarification, please contact the Research Office via Ext 1136/2148/1512 or AKUKenya.ResearchOffice@aku.edu.