



THE AGA KHAN UNIVERSITY

INTERNAL MEMO

From: Dr. Christopher Opio
Chair, Institutional Scientific and Ethics Review Committee
FHS, AKUN

To: AKUN FHS Faculty and Trainees

Cc: Dean, Medical College
Dean, School of Nursing and Midwifery
Dean, Graduate School of Media and Communications
Director, Institute of Human Development
Director, Brain and Mind Institute
Director, Centre of Excellence in Women and Child Health

Date: 10th January 2023

Re: Institutional Scientific and Ethics Review Committee Meeting Schedule for 2023

The Aga Khan University, Nairobi Institutional Scientific and Ethics Review Committee (ISERC) Standard Operating Procedures (SoPs) provide that the committee meeting dates be circulated and diarized at the beginning of each calendar year. The dates below provide the meeting schedule for year 2023.

ISERC Meeting dates	Deadline for forwarding to the ISERC - 17.00hrs EAT
16 th January 2023	30 th Dec 2023
13 th February 2023	27 th January 2023
13 th March 2023	24 th February 2023
17 th April 2023	31 st March 2023
15 th May 2023	28 th April 2023
12 th June 2023	26 th May 2023
10 th July 2023	30 th June 2023
14 th August 2023	28 th July 2023
11 th September 2023	25 th August 2023
16 th October 2023	29 th September 2023
13 th November 2023	27 th October 2023
11 th December 2023	24 th November 2023
15 th January 2024	29 th December 2023

Please note that

- i. Any changes in the above meeting dates will be communicated in advance
- ii. All submissions should be made at least ten working days before the next ISERC meeting date. Late submissions will be automatically rolled over to the subsequent meeting. Please note that all submissions must also be reviewed and approved by the Scientific Review Committee before they are forwarded to the ISERC. The Scientific Review Committee takes approximately two weeks to review submissions. As an applicant, you are required to track your submission on the timeline section of your infonetica account to see if you are within the timelines provided above.
- iii. All Submissions forwarded from the SRC will be considered as received when a complete dossier is forwarded within a working day i.e. Monday to Friday (0800 - 1700hrs EAT). excluding public holidays.
- iv. A list of required documentation is provided on <https://www.aku.edu/research/urc/erc/Pages/erc-ke.aspx>

If you have queries or need further clarification, please contact the research office via Ext. 1136/2148/1512 or email AKUKenya.ResearchOffice@aku.edu