**Aga Khan University, Institute for Educational Development East Africa (AKU-IED, EA)**

**Procedure for Ethics Clearance**

All research conducted by faculty, students and staff of AKU will require Ethics Clearance from the ERC AKU. The general procedure is provided below in steps 1-10.

1. All information and application forms are available at ERC website:

http://www.aku.edu/iedea/research.shtml Further information may be obtained from: Rickyo Kiwia

Secretary ERC

Salama House, Urambo Street

PO Box 125

Dar es Salaam, Tanzania

Phone: +255 (0) 22 2152293/2150051

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1. The researcher responsible for the ethical and scientific conduct of the research should submit a word-processed application for review and ethics clearance.
2. ERC meets once every quarter on the last Friday of January, April, July, and October
3. **The deadline for submission of the application is 3 weeks prior to the next meeting.**
4. Incomplete applications will not be accepted. It is in the interest of the applicant to ensure that guidelines provided with this document and also available on the website are adhered to.
5. Outcome of the review shall be communicated in writing to the authors. Usually this would be within a week after the ERC meeting.
6. In cases where the ERC requests supplementary information or changes to documents from the applicant, such information should be provided at least a week before the next meeting or any other deadline which may be stated by the Committee.
7. In cases where clarification is sought and researchers fail to respond within 3 months, ERC will send a reminder and allow a further 3 months period for response. Beyond these 6 months, the application will be considered to have been abandoned and therefore the file will be closed.
8. Specific details as they apply to students’ research are provided in the sub-section below.

**Ethics Clearance for Students’ Research**

1. An adhoc Students’ Ethics Review Committee will be formed and chaired by the ERC Chair. This committee will comprise of a minimum of three and a maximum of five members.

Number of members would be an odd number to allow for situations where there might be a tie in decisions. Members of the adhoc Students’ Ethics Review Committee would include the chair of the ERC, AKU, a member of the faculty teaching on the specific programme from which the student applications are arising (e.g. SONAM, IED, PGME). Where necessary two external members (external to AKU) would be invited to the adhoc Students’ Ethics Review Committee

1. The adhoc Students’ Ethics Review Committee will meet at least once during the process of review of student applications. Recognizing that most student research projects are time bound and constrained by programmatic structures (e.g. field work in school term) this meeting would be scheduled to well ahead of time to enable students to undertake their studies within the time constraints
2. The supervisors would send a report along with all the Student Proposals received, to the adhoc Student Ethics Review Committee. This report will include the supervisors’ recommendation or otherwise for guiding the Committee in giving clearance. The Committee will look at the supervisors’ report in conjunction with the Student Proposals in conjunction with the Student Proposals.
3. The Chairperson in consultation with the Committee will approve or reject the students’ proposals as the case maybe and will report to the AKU-ERC of this process.
4. Secretary ERC will inform the students of the decision of the adhoc Students’ Ethics Review Committee
5. Doctoral research will follow the guidelines and procedure recommended for faculty and staff (see 1-9 above)

Chair ERC AKU