



THE AGA KHAN UNIVERSITY

**INTERNAL MEMO**

**From:** Dr. Christopher Opio  
Chair, Institutional Scientific and Ethics Review Committee  
Aga Khan University - Nairobi

**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  
Associate Dean, Research

**Date:** 8<sup>th</sup> January 2024

**Re:** **Institutional Scientific and Ethics Review Committee Meeting Schedule for 2024**

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 2024.

ISERC Meeting dates	Deadline for forwarding to the ISERC - 17.00hrs EAT
15 <sup>th</sup> January 2024	29 <sup>th</sup> December 2023
12 <sup>th</sup> February 2024	26 <sup>th</sup> January 2024
11 <sup>th</sup> March 2024	23 <sup>rd</sup> February 2024
8 <sup>th</sup> April 2024	28 <sup>th</sup> March 2024
13 <sup>th</sup> May 2024	26 <sup>th</sup> April 2024
10 <sup>th</sup> June 2024	31 <sup>st</sup> May 2024
8 <sup>th</sup> July 2024	28 <sup>th</sup> June 2024
12 <sup>th</sup> August 2024	26 <sup>th</sup> July 2024
9 <sup>th</sup> September 2024	30 <sup>th</sup> August 2024
14 <sup>th</sup> October 2024	27 <sup>th</sup> September 2024
11 <sup>th</sup> November 2024	25 <sup>th</sup> October 2024
9 <sup>th</sup> December 2024	29 <sup>th</sup> November 2024
20 <sup>th</sup> January 2025	27 <sup>th</sup> December 2024

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 be 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