



# KENYA MEDICAL RESEARCH INSTITUTE

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**KEMRI/RES/7/3/1**

**April 10, 2019**

**TO WHOM IT MAY CONCERN**

**RE: INTRODUCTION AND IMPLEMENTATION OF PROTOCOL PROCESSING FEE AT THE KENYA MEDICAL RESEARCH INSTITUTE**

This is to inform you that the KEMRI Board of Management approved the protocol processing and review fees during the 110<sup>th</sup> Meeting held on 13<sup>th</sup> September 2018. Consequently, the protocol processing and review fees will be applied to the new proposals submitted to the KEMRI's Scientific and Ethics Review Unit (SERU) effective **1<sup>st</sup> July 2019**. This fee is necessitated by the need to meet additional regulatory requirements and to cover administrative processing of research protocols.

The protocol processing and review fees will be as follows:

	Type of protocol	Fee per protocol (Full Committee Review) (Kshs)	Fee per protocol (Expedited Review) (Kshs)	Annual renewals
<b>KEMRI protocols</b>				
	Clinical trial	200,000	N/A*	10,000
	Non-clinical trials			
	1. Collaborative /External funding			
	1.1. KEMRI staff is a PI/Co-PI	25,000	37,500	2,500
	1.2. KEMRI staff is a CO-I	50,000	75,000	5,000
	2. Non-collaborative/self-sponsored	5,000	7,500	500
	3. PhD student	2,000	N/A*	0
	4. Undergraduate and Master's Students protocol	1,000	N/A*	0

	5. Internal Research Grants (IRG)	5,000	7,500	500
	6. National Research Fund (NRF)/ National Commission for Science Technology and Innovation (NACOSTI)/ Government of Kenya (GoK)	10,000	15,000	1,000
	Quick turn-around review request**	100,000	N/A	100,000
<b>Non-KEMRI protocols</b>				
	Clinical trial	200,000	N/A	10,000
	Non-clinical trials	100,000	200,000	7,500
	Student protocols	35,000	N/A*	N/A
	Quick turn-around review request*	100,000	N/A	100,000
<b>Penalties</b>				
	Penalty for late application for annual renewal	5,000	N/A	N/A
	Penalty for late submission of revised protocol (More than 2 months)	2,500	N/A	N/A
	Expunged studies	4,000	N/A	N/A

\* - Indicates that the application does not meet the criteria for the expedited review.

\*\* - Quick turn-around reviews are for protocols that require very urgent review to address a major/emergent public health concern in the country.

Please note the following;

- a. You are required to make the payment using either of the following two modes;
  - a. A cheque payable to the Director, KEMRI in Kenya Shilling
  - b. Money Wiring Details;
    - i. Bank Name: Kenya Commercial Bank
    - ii. Account Name: KEMRI
    - iii. Account Number: 1104174529
    - iv. Branch: KCB Kipande House
    - v. Swift Code: KCBLKENX005
- b. Submit the proof of payment to the KEMRI Headquarters Cash Office and attach the official payment receipt with each application submitted at the KEMRI SERU Office.
- c. The cost of review shall be incurred regardless of whether the study is initiated or not, the study is terminated before milestones are attained, or even if a contract is never finalized. The invoice shall therefore be due and payable upon receipt.
- d. The Principal Investigator shall be responsible for ensuring that the review fee is paid.
- e. The Principal Investigator shall be required to inform sponsors of these fees (where applicable). Since KEMRI shall commit its full resources to each review,

- the fees shall be due in full even if the study is not approved, study participants are not enrolled, or the study is terminated before objectives are reached.
- f. There shall be no anticipated exceptions to the applicability of the proposed fee. However, exemptions will be considered for special circumstances.
  - g. A request for fee exemption shall be submitted, in writing, by the Principal Investigator to the Head, SERU. The request will be required to contain the following information: the study synopsis, study budget, justification for conduct of the study, and justification for waiver. Any decision reached on the request shall be final and not be subject to appeal.
  - h. All requests for expedited review and quick turn-around review shall be paid for and processed after the approval of the Head, Scientific and Ethics Review Unit.
  - i. Kindly note that the review fee shall be non-refundable.
  - j. The above charges may be reviewed from time to time.

Thank you for your continued support.



**Prof. Samuel Kariuki**  
**Director (Research and Development)**  
**FOR: DIRECTOR GENERAL, KEMRI**

**c.c.** All Heads of Directorates