



Zetech University Institutional Scientific and Ethics Review Committee Application Form	Reference	F-13-15
	Issue/Rev.	1/0

1.0 PROCEDURE FOR SUBMISSION

Complete the application form in English and submit copies as indicated below:

1. Duly signed one (1) printed hard copy of this application
2. One (1) printed hard copy of the proposal/project that should be duly signed
3. Electronic copy of this form and the proposal in Word format (to be submitted by email)
4. Supporting documents
 - i. Letters of Study Approval from the Principal Investigator's Home Institution (Department) or project approval details in case of projects
 - ii. One copy of the Curriculum Vitae of each member in the research team, indicating their research qualifications and experience.
 - iii. Roles and responsibilities of the Research Personnel
 - iv. Previous ethics approval letter and project progress summary report in case of renewals
 - v. Evidence of payment of the application fee, as outlined below

The application forms and proposals should be submitted to: The Chair, Zetech University Institutional Scientific and Ethics Review Committee

Email: zuiserc@zetech.ac.ke

Cc: research.extensions@zetech.ac.ke

Note

- i. ZU-ISERC meets on the second Tuesday of each month. Applications need to reach the ISERC at least TWO weeks prior to the meeting
- ii. Application fee will be charged for each proposal as follows:
 - KES 1,000 – Undergraduate (KES 2,500 for Non-East African Undergraduates)
 - KES 3,000 – Master's (KES 5,000 for Non-East African Master's Students)
 - KES 5,000 – PhD Research projects (KES 7,500 for Non-East African PhD Students)
 - KES 10,000 - Externally Funded East African Projects (KES 15,000 for Non-East African funded projects)
 - KES 8,000 – Post-Doctoral, Non-Funded, or Internally Funded Projects for East African Researchers (KES 16,000 for Non-East African Researchers).
 - KES 25,000 – Consultancies, Institutional, and Company Projects for East African Applicants (KES 50,000 for Non-East African Applicants).

2.0 PROJECT DETAILS

2.1 Project title.....

2.2 Details of Principal Investigator.....

Name of Principal Investigator (PI):

Qualification of the principal Investigator:

Institution(s) of affiliation:

Address of the principal investigator:

E-mail address:

Telephone number (landline/Mobile No):

Details of collaborators

Name of collaborator/Supervisor	Institution of Affiliation	Email & Mobile No contact	Role in the project (PI, CO-PI, Collaborators, supervisors, student, technicians, research assistants etc.	Highest Level of Education

2.3 Project site:.....

2.4 Funding Agency (Name & Address):

2.5 Total project funds (KES):

2.6 Project duration in months/years:

2.7 Proposed project start date:Project end date:

3.0 ATTACH 1 PAGE CV OF THE PI IN THE FORMAT PROVIDED BELOW:

Personal Information	Name:
	Designation:
	Contacts Address:
	Email: Mobile No:
Academic Qualifications	Highest Academic qualification:
	Year:
	Awarding Institution:
	Area of specialisation:
Employment experience	Employer (start with the most recent):
	Year:
	Position /Designation:
Research Project Experience	List 3 most recent related research projects that you have been involved in
Publications	List the best 3 selected peer-reviewed scientific publications, relevant for this proposed project:

3.0 DECLARATION

I..... Principal Investigator, certify that:

- All information provided is correct
- The research will be conducted in accordance with the National Guidelines on ethical conduct in human research
- I will immediately report to the ZU- ISERC anything which might warrant review of the ethical approval of the proposal
- I will inform the ZU-ISERC if the research project is discontinued before the expected date of completion
- I will adhere to the conditions of approval stipulated by the ZU-ISERC and will cooperate with the monitoring requirements
- There is no conflict of interest in this research/project

Principal Investigator: Signature.....Date

Co-Principal Investigator: Signature.....Date.....

Principal Investigator: Signature.....Date.....

NOTE: The application form, together with supporting documents, is to be submitted to the Chairman of the Zetech University Institutional Scientific and Ethics Review Committee through the Dean of Research, Innovation and Post-Graduate Studies.

FOR OFFICIAL USE ONLY

Approved by:	Signature	Date
Chair, ZU-ISERC		