



THE AGA KHAN UNIVERSITY

INTERNAL MEMO

From: Prof. 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, Clinical Research Unit
Director, Centre of Excellence in Women and Child Health
Associate Dean, Research

Date: 13th December 2024

Re: **Institutional Scientific and Ethics Review Committee Meeting Schedule for 2025**

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 2025.

ISERC Meeting dates	Deadline for forwarding to the ISERC - 17.00hrs EAT
20 th January 2025	27 th December 2024
10 th February 2025	31 st January 2025
10 th March 2025	21 st February 2025
7 th April 2025	21 st March 2025
12 th May 2025	25 th April 2025
9 th June 2025	23 rd May 2025
14 th July 2025	27 th June 2025
11 th August 2025	25 th July 2025
8 th September 2025	22 nd August 2025
13 th October 2025	25 th September 2025
10 th November 2025	24 th October 2025
8 th December 2025	21 st November 2025
19 th January 2026	29 th December 2025

Please note that

- i. The ISERC will proceed on recess from 18th December 2024 and resume on 6th January 2025.
- ii. Any changes in the above meeting dates will be communicated in advance
- iii. All submissions should be made at least ten working days before the next ISERC meeting date. i.e. Monday to Friday (0800 - 1700hrs EAT) excluding public holidays. Late submissions will be automatically rolled over to the subsequent meeting. As an applicant, you are required to track your submission on the timeline section of your infonetica account.
- iv. All Submissions will only be tabled during the Full Committee Meeting if they are a complete dossier with all the sections of the proposal, Informed Consent Forms, data collection tools, Good Clinical Practice Certificates and valid practicing licenses. 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