



TUM Scientif & Ethics Review Commitee

SUBMISSION LINK

<https://serc.tum.ac.ke/>

HOW TO SUBMIT

1. Prepare documents
2. Pay the fee
3. Upload via the link
4. Await review outcome

IMPORTANT NOTES

- ✓ Incomplete applications are not reviewed
- ✓ Use your official names on all documents
- ✓ Merge related documents into a single PDF
- ✓ Ensure your proposal matches your consent forms

WHY ETHICS REVIEW?

Ethics review protects researchers, participants, communities, and institutions by ensuring the highest scientific and ethical standards.

WE REVIEW

- Student Research
- Staff Research
- Funded Projects
- Collaborative Studies
- Community & Health Research
- Digital & Data-Driven Studies

REVIEW SCHEDULE

- Committee meets: Last Tuesday of every month
- Decision letters: Within 21 working days



Mandate & Accreditation

The TUM Scientific & Ethics Review Committee (TUM-SERC) is a university-level committee mandated to ensure that all research conducted under the Technical University of Mombasa adheres to the highest scientific and ethical standards. The Committee safeguards the rights, safety, dignity, and well-being of human participants, communities, and the environment.

TUM-SERC is accredited by the National Commission for Science, Technology and Innovation (NACOSTI) to conduct ethics review of research protocols in Biomedical, Social, Behavioural, Environmental, and Physical Sciences.

The Committee operates independently and in alignment with:

- NACOSTI regulations
- National Guidelines for Ethical Conduct of Research Involving Humans
- International best practices (Declaration of Helsinki, Belmont Report, CIOMS Guidelines)

Submission & Review

When & How to Submit

Researchers are welcome to submit their protocols online at any time. TUM-SERC meets once every month, on the last Tuesday of each month. Applicants receive a decision letter within 21 working days of submitting a complete application.

Submission Requirements

A complete ethics review application must include:

- Completed Ethical Review Application Form (online form)
- Full research proposal
- Plagiarism report
- Informed consent/assent forms (if available)
- Curriculum vitae of the Principal Investigator
- Proof of payment of review fees

Tip: Ensure that all documents are clearly labelled and consolidated before uploading to speed up the review

What Happens After Submission?

- Preliminary check for completeness of your application.
- Assignment to reviewers with relevant expertise.
- Committee deliberation during the monthly meeting.
- Decision letter sent via email (Approval, Conditional Approval, Deferral, or Rejection).
- Ongoing monitoring for approved studies where applicable.

TUM-SERC also provides guidance on ethical conduct of research and supports capacity building in research ethics within the University.

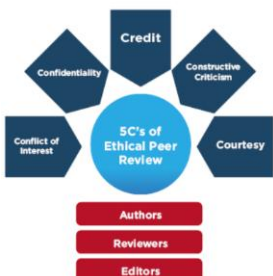
Scope of Review

We review research involving:

- Human participants, including vulnerable populations
- Personal and privacy-sensitive data
- Biomedical procedures and specimen collection
- Community-based and public health research
- Digital and online data
- Environmental and ecological impact studies
- Behavioural and social science research

What we receive

- Student Theses & Dissertations
- Staff Proposals
- Funded & Collaborative Studies
- Externally Sponsored Projects



Committee Office

TUM Ethics & Scientific Review
Committee (TUM-SERC)
Technical University of Mombasa
P.O. Box 90420-80100
Mombasa, Kenya

Email: erc@tum.ac.ke

Phone: +254 746 622 598

+254 0780 003 747

Office Location: TUM Main Campus

Website: www.tum.ac.ke

Please quote your protocol title and reference number (if available) in all correspondence.

Need help with submission



Caroline Kinya – Secretariat, TUM-SERC

If you experience challenges with the online form or document upload, you may contact the TUM-SERC Secretariat via email or phone for assistance. Where necessary, applications may be received by email, but online submissions are strongly encouraged for tracking and timely review.

For institutional enquiries or collaboration on research ethics capacity building, please contact the Chairperson through the Secretariat.



Prof. Anwar Hood Ahmed - Chairperson, TUM-SERC

Professor of Strategic Management, School of Business, Technical University of Mombasa. Provides strategic leadership to ensure that all research associated with TUM is conducted with integrity, scientific rigor and respect for human participants and communities. Chairs review meetings, guides ethical deliberations, mentors newer reviewers and represents the Committee in institutional and national forums on research ethics, with a strong interest in multidisciplinary, community-based and digital/AI-enabled research.

Review Fees & Payment Details

S/N	Category	Initial	Renewal	Amendment	MTA Agreed
1	Diploma	500	Nil	Nil	500
2	Undergraduate	1,000	Nil	Nil	500
3	Masters	3,000	1,000	1,000	1,000
4	PhD (Academic Proposal)	5,000	2,000	2,000	1,000
5	Current Member of TUM-SERC	2,000	2,000	2,000	2,000
6a	Non-Academic (< KSh 1 million)	5,000	3,000	3,000	3,000
6b	Non-Academic (KSh 1–5 million)	8,000	3,000	3,000	3,000
6c	Non-Academic (KSh 5–10 million)	10,000	5,000	5,000	5,000
6d	Non-Academic (> KSh 10 million)	0.1% of total budget	5,000	5,000	5,000

Payment Details

All review fees should be deposited into the following account and the bank slip attached during submission:

Account Name: Technical University of Mombasa Research Account
Bank: FAMILY BANK
Account Number: 096000015735

Important: Indicate “TUM SERC PROJECT REVIEW FEE” on the bank slip. Students should also include their admission number and full name.