



TECHNICAL UNIVERSITY OF MOMBASA
Office of the TUM Scientific Ethics Review Committee
NACOSTI/NBC/AC/02919

CHECK LIST FOR SUBMITTING PROPOSAL FOR SCIENTIFIC & ETHICS REVIEW

1. **Fill the requisite application form** and submit it alongside the other documents.
2. **Submit CV for Investigator(s):** The Principal Investigator alongside the collaborators for all non - academic research projects. For academic proposals submitted through the University only the PI's CV is required.
3. **Submit soft copies of Proposal for review:** The proposal should be meeting all the scientific requirements in terms of formatting, methodology: study site, design, data to be collected, data analysis and ethical requirement: how the participants shall be selected and protected, work plan and budget
4. **Submit a copy of Certificate for Ethics training:** A training certificate from a recognized ethics offering institution e.g., CITI, NIH, TRREE, KEMRI, e.t.c. (if available).
5. **Submit a copy of plagiarism test report:** Diploma & undergraduate proposals similarity index should be $\leq 35\%$ while all other proposals should be $\leq 15\%$.
6. **All submissions should be done using any one of the emails:** erc@tum.ac.ke, tum.erc.2019@gmail.com
7. **Pay review fee and submit receipt:** All researchers must pay the review fee before the proposal is reviewed.

S/ N	ITEM	Proposal Type Initial	Renewal	Amend ment	MTA agreement
1.	Diploma	500	Nil	Nil	500
2.	Undergraduate	1000	Nil	Nil	500
3.	Masters	3,000	1,000	1,000	1000
4.	Academic proposals PhD	5,000	2,000	2,000	1000
5.	Current member of TUM-ERC	2000	2,000	2,000	2,000
6.	All non-academic Proposals	Less than one million	5,000	3,000	3,000
		1,000,000 to less than 5,000,000	8,000	3,000	3,000
		5,000,000 to less than 10,000,000	10,000	5,000	5,000
		All other proposals are reviewed at	0.1% of total budget	5,000	5,000

The amount to be deposited to the following Account Details and attach the bank slip with the proposal:

Technical University of Mombasa Research Account

FAMILY BANK. Account number: 096000015735

NB: Please make sure to indicate: the purpose: TUM SERC PROJECT REVIEW FEE on the bank slip. Students to include student admission number and Student name.

