Please deliver the request for a statement to the registry: kirjaamo@ulapland.fi

Questions about the process and procedures to the secretary of the committee: hanna.peltomaa@ulapland.fi

**Request for ethical review by the ethics committee of Lapland University Consortium**

The request must include the following information:

|  |  |
| --- | --- |
| Name, faculty and contact details of the principal investigator: |  |
| In case of a thesis, include also the name and contact details of the supervisor:  |  |
| Date of request: |  |
| Title: |  |
| Planned or confirmed source of funding: |  |
| Members of the research group and their roles in the implementation of the study, as well as possible cooperation with other universities, research institutes or similar organisations: |  |
| Have you requested ethical review from other committees? | [ ]  No [ ]  Yes, where? Please attach the statement. |
| Grounds for requesting ethical review, please select: | [ ] Participation in the research deviates from the principle of informed consent[ ] Research involves intervening in the physical integrity of research participants[ ] Focus of research is on minors under the age of 15, without parental/carer consent or without informing parent/carer in a way that would enable them to prevent the child’s participation[ ] Research exposes participants to exceptionally strong stimuli[ ] Research involves a risk of causing mental harm that exceeds the limits of normal daily life to research participants, or their family members or others close to them[ ] Conducting the research could involve a threat to the safety of participants, the researcher, or their family members or others[ ] Funding body requests an ethical review[ ] Collaborator or participant requests an ethical review[ ] Subject requires an ethical review[ ] Target country requires an ethical review[ ] Planned publisher requires an ethical review |

Other required appendices:

1. Research plan summary
2. Research plan
3. Assessment of the ethical nature of the research by the person responsible for the research
4. Information intended to be given to research participants and the possible consent form, (e.g. questionnaire, interview outline)
5. Data management plan (plan for processing, storing and archiving data) that complies with the [guidelines of the University of Lapland](https://libguides.luc.fi/datamanagement)
6. Data protection statement for scientific research, when data containing identifiers is gathered from participants ([guidelines of the University of Lapland](https://www.ulapland.fi/EN/Research/Responsible-research/Data-protection-in-research))

The statement is typically given in the language of the request (Finnish/English). If you absolutely need a translation to another language, please provide this information in your request.

According to guidelines published by the Finnish National Board on Research Integrity ([TENK 2019: The ethical principles of research with human participants and ethical review in the human sciences in Finland](https://tenk.fi/sites/default/files/2021-01/Ethical_review_in_human_sciences_2020.pdf)) the ethical review particularly assesses:

* **the potential risks** and harm to research participants, their families and potentially also the researcher themselves as well as their likelihood in relation to the plans drawn up to avoid them described in the request for a statement
* **sufficiently clear** information to research participants on the content of the research, their participation in the research and the processing of their personal data
* **the data management plan**, also containing a description of the processing of personal data throughout the lifespan of the research
* **the appropriateness** of the research participant’s written or electronic consent to participate
* **the way in which** the consent of participants is requested and documented if written or electronic consent is not used
* **the significance** of the new information that the research aims to obtain in relation to potential harms and risks.