University of Jyväskylä

Date

NAME OF UNIT

RESEARCH NOTIFICATION

Use clear expressions and simple language. The finished research notification and privacy notice are submitted to the JYU Registry Office for information (kirjaamo@jyu.fi[) if the University acts as the data controller, a joint data controller, or a processor of personal data for the study.](https://www.jyu.fi/en/university/data-privacy/tietosuojaohjeet/researchers" \l "autotoc-item-autotoc-4)

Information about the University’s Ethical Committee and statement requests is available on the [Committee's webpage.](https://www.jyu.fi/fi/tutkimus/tutkimuspalvelut/tutkimushallinto/tutkimusetiikan-tukipalvelut/ihmistieteiden-eettinen-toimikunta/tee-lausuntopyynto/lausuntopyynnon-liitteet/tutkittaville-henkiloille-toimitettava-tiedote/tutkittaville-henkiloille-toimitettava-tiedote" \t "_blank)

There are separate stipulations on the processing of personal data e.g. in the Medical Research Act. If you are requesting a statement from the Health Care District, use their template available on the Committee’s webpage in question. This research notification ***is not applicable*** as such for studies under the Medical Research Act.

When completed, please remove the instructions marked in grey as well as any unnecessary example texts.

1. **[Name of the study] and invitation to participate in research**

**We ask you to participate in [name of study]**, which investigates [a brief and comprehensible description of the purpose **and aim of the study**].

You are invited to the study because [an account on the grounds by which the person would be a suitable research subject].

This research notification describes the study and related participation. The attachment provides information on the processing of your personal data.

[When necessary, an account of possible selection and exclusion criteria.] Participation in the study requires that you have / don’t have …

The study will involve [estimated number of research subjects, age(s), gender, and other determinants of the target group].

[Choose /omit].

This is a single study, and you will not be contacted again later.

This is a follow-up study. You will be contacted later unless you cancel your consent for participation in this study. To be chosen only when research is based on research data collected in this study and/or the purpose is to contact the current research subjects again.

This is a further study, which is connected to [name/date of the previous study].

1. **Voluntariness**

Participation in this study is voluntary. You can refuse to participate in the study, stop participating or cancel your previously given consent, without stating any reason for this and at any time during the study. This will have no negative consequences to you.

[If the research subjects are recruited from small groups, e.g. a team, club, school class etc., possible group pressure may endanger voluntariness. In such a case, specify in the text also the point that the research subjects will not be put in any inequal position within the team/club/school or other such community, irrespective of their willingness/refusal regarding participation in the study].

[If the processing of personal data is based on public interest, choose this]. If you stop participating in the study or if you cancel your consent, the personal data, samples and other information collected on you up to that point will be used as part of the research material as far as it is necessary in order to ensure relevant research outcomes.

[If the processing of personal data is **exceptionally based** on the subject’s **consent, choose this**]. If you cancel your consent for the processing of your personal data, the personal data, samples and other information collected about you up to that point cannot be dealt with as part of the study but must be deleted as far as their erasure from the data is possible.

1. **Progress of the study**

[Describe the progress of the study using general language that the subjects can easily understand. Avoid such scientific concepts that the reader is not likely to understand (what things are studied, duration of the study, how long it takes to answer to a survey, number and duration of research visits, content and measures of research visits)].

1. **Possible benefits from the study**

[Tell whether the subject can benefit from the study, e.g. as getting information about one’s health status, or state that participation in the study will not bring any personal benefit to the subject.

Describe also how the study benefits science, society etc. in general.]

1. **Possible risks, harm, and inconvenience caused by the study as well as preparing for these**

[When necessary, add the major risks, harm and inconvenience as well as **preparing** for these**.**

Where necessary, describe the procedures conducted in case of anomalies found in research findings.

Tell also if participation in the study is not expected to cause any risks, harm or inconvenience.]

1. **Study-related costs and compensations to the subject as well as research funding**

[For costs and compensations, choose an option applicable to your research and omit any unnecessary items].

No rewards will be paid for participation in the study.

or

You will receive a small gift for your participation in the study: Add more specific information about the non-monetary gift.

and/or

You will be paid a monetary reward and/or cost reimbursement for your participation in the study. Add more specific information about the reward or reimbursement. The reward is compensation for work, i.e. taxable income for the recipient, which the payer reports to the income register maintained by the tax administration. Also travel cost reimbursements are taxable income, and the payer reports them to the income register as compensation for work.

**You can refuse from the reward or reimbursement.**

Additional information about taxation [https://www.vero.fi/henkiloasiakkaat/verokortti-ja-veroilmoitus/tulot/ansiotulot/gallupit-kyselyt-ja-tutkimukset/](https://www.vero.fi/henkiloasiakkaat/verokortti-ja-veroilmoitus/tulot/ansiotulot/gallupit-kyselyt-ja-tutkimukset/" \t "_blank)

For income register reports, we need name, nationality, social security number, and address, but not a tax card because we cannot take any withholding tax from a gift card or voucher etc. Monetary rewards are subject to withholding tax, for which we also need a tax card. If a foreigner does not have a Finnish social security number and JYU is paying a reward or reimbursement, a so-called artificial social security number is made for the research subject at the University. As far as the rewards or reimbursements are not paid by JYU, **the payer** should take care of possible reporting to the income register (where necessary, contact tax administration for further instructions).

[Add an account about the research funder and possible conflicts of interests. For example, the study is funded by academic research funding (e.g. the Academy of Finland, a grant from a foundation) or the study is funded by a business company. The research subject must be informed if the research team receives a separate compensation for conducting the study as well as about the researchers’ possible bindings to the funder.]

1. **Informing about research results and research outcomes**

[The study will yield scientific publications /theses or dissertations/conference and seminar presentations/teaching material/practical applications /commercial products.]

[Add here information about what research results will be provided for the research subjects regarding their own results or the study in general.]

[When necessary, describe also whether the research subjects can be identified from the results /publications. If there are any risks that may lead to the identification of a subjects due to the character of sampling and research data, for example, state it here. State also the fact if the purpose is to keep the subjects identifiable in the results /publications, like in the case of politicians, artists, athletes, experts etc., and such identification is relevant from the results/publications point of view. Tell also if in connection with reporting the results the purpose is to publish personal data only for those (a part) who have given their permission for it, i.e. the persons themselves can decide on the publication of their own personal data. Publishing of personal data must always be justified in terms of both research and ethics.]

1. **Insurance coverage for research subjects**

The University of Jyväskylä has insurances for its activities and research subjects.

In the case of research conducted remotely, the insurance of the University of Jyväskylä compensates only for damage that is directly related to the assigned research task and that has occurred during the actual guided research task.  The insurance does not cover accidents that occur during breaks.

The insurances of the University of Jyväskylä are not valid in the case of research conducted remotely if a research subject's home municipality is not in Finland.

The set of insurance includes a malpractice insurance, an operational liability insurance, and an optional insurance against accidents. During the research activities, the subjects are covered by the insurance for accidents, damages and injuries inflicted by an external cause. The accident insurance is valid during measurements and on trips integrally connected to them.

[Where necessary, also add information about the insurances of joint data controllers, test sites, schools or any separately taken insurances.]

1. **Contact person for further information**

[Name, phone number, email address, JYU work address, and role in the research project]