

REQUEST FOR RESEARCH PERMISSION

1. Research project		
2. Researcher	Name	
	Address	Postal code and city
	Phone	E-mail
	Subject/unit	Researcher's title/duty
3. Supervisor / Project leader in charge	Name	
	Phone	E-mail
4. Description of the research	Aim (check)	
	<input type="checkbox"/> Master's thesis <input type="checkbox"/> Licentiate thesis <input type="checkbox"/> Doctoral dissertation	
	<input type="checkbox"/> other thesis, what? _____	
	<input type="checkbox"/> other, what? _____	
Short description of the content and the methods of the project (research plan as attachment)		
Type of data and methods for data collection		
Description of how the research data will be used and stored during and after the research project		

	<p>Does the project include aspects that require approval by a research ethics board? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, name the approving instance(s) (under Additional notes).</p> <p>Will a register based on personal information be created within the research project? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, describe how the register will be managed (under Additional notes).</p> <p>Are existing registers on personal information used in the research project? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, specify (under Additional notes).</p> <p>Is the research a part of a larger project? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, specify (under Additional notes).</p> <p>Additional notes</p>		
5. Other information	Tentative research period		
	Granted funding		
	Client (only applicable for commissioned research) Name		
	<table border="1"> <tr> <td>Phone</td> <td>E-mail</td> </tr> </table>	Phone	E-mail
Phone	E-mail		
6. Researcher's commitment	<p>I commit not to use the confidential information that is shared with me in order to harm persons involved in the research, their affiliates or others involved, and, not to share the information with third parties. The research results will be presented in accordance with applicable law and regulations regarding handling of personal data and applicable principles for research ethics, as well as possible specific regulations of the research site.</p> <p>_____, ____ / ____ 20____ City and date</p> <p>_____ Researcher's signature and name in block letters</p>		
7. Decision	Site of research		
	Research permission is granted by (the body representing the site of research) Name		
	<table border="1"> <tr> <td>Phone</td> <td>E-mail</td> </tr> </table>	Phone	E-mail
	Phone	E-mail	
	<input type="checkbox"/> Research permission is granted <input type="checkbox"/> Research permission is not granted Requirements for granted research permission: <input type="checkbox"/> The responsible researcher provides a written final report, and/or reports in other ways as agreed <input type="checkbox"/> The responsible researcher is liable for possible costs, unless otherwise agreed. Other terms: _____ _____ _____ _____, ____ / ____ 20____ City and date _____ Decision maker's signature and name in block letters		
Decision maker's signature and name in block letters			

REQUEST FOR LEGAL GUARDIAN'S CONSENT

Name of the child		
Research project	Title of the project	
	Short description of the content and the realisation of the project, as well as use and storage of data	
	Aim (check)	
	<input type="checkbox"/> Master's thesis <input type="checkbox"/> Licentiate thesis <input type="checkbox"/> Doctoral dissertation <input type="checkbox"/> other thesis, what? _____ <input type="checkbox"/> other, what? _____	
Responsible researcher	Name	
	Address	Postal code and city
	Phone	E-mail
	Organisation/subject/unit	Researcher's title/duty
Consent	<input type="checkbox"/> I agree to my child taking part in the research project, as described above. <input type="checkbox"/> I do not agree to my child taking part in the research project, as described above. _____ , ____ / ____ 20____ City and date _____ Legal guardian's signature and name in block letters	

INSTRUCTIONS FOR REQUEST FOR RESEARCH PERMISSION

Research permission is the formal permission to a researcher to conduct research organisations or other organisational units (for example granted by a municipality for research in the public schools). However, a general research permission granted by an overall body (for example a municipality) does not oblige all parties (for example each individual school in the municipality) to participate in the research. The researcher must always make an agreement with each individual part involved on a case-by-case basis (for example in consultation with a school's contact person). When pupils or other minors participate in the research, the researcher is responsible for obtaining the consent of the legal guardian.

All research should be conducted in accordance with good scientific practice, cf. instructions from the Finnish National Board on Research Integrity (TENK) and the Board for Research Ethics at Åbo Akademi University (FEN):

<http://www.tenk.fi/en>

<https://oldwww.abo.fi/forskning/en/forskningsetik> (intern)

The form fields

1. The title of the research project
2. Name and contact information for the researcher responsible for conducting the research.
3. For example the supervisor of a thesis or a dissertation, or, the project leader for the larger project that the research is a part of, if the supervisor, project leader etc. is not the identical with the researcher (p. 2).
4. Description of the research project, aims and methods

- Type of data and methods for data collection:

What type of data will be collected, for example notes from participating observation, writing or artwork made by pupils, blog posts etc.? In which ways will the data be collected, for example by surveys, interviews, videos etc.?

- Description of how the research data will be used and stored under and after the research project:

Will the data be used only for research purposes, or, for other purposes as well, for example teaching? Where will the data be stored under the project period? Who will get access to the data at different stages of the project process? Will the data be anonymised? How will the data be managed after the project period, for example long-term storage in archives, open storage for other research, deleted within a certain time after publishing of the project report etc.?

- Additional data:

Aspects of research ethics that require prior examination by a research ethics committee or equivalent body are, for example, research that involves the physical integrity of the informant, differs from the principle of informed consent, poses the risk that the informants will be exposed to exceptionally high levels of stress etc., as well as medical research. For further information on pre-examination of research ethical aspects, see:

<https://www.abo.fi/en/research-at-aau/open-science-and-ethics/research-ethics-at-abo-akademi-university/> (external)

<https://oldwww.abo.fi/forskning/en/forskningsetik> (internal)

The consent of the legal guardian should always be obtained in writing, for example on a specific form, freely expressed, via electronic forms etc. Personal data and records of personal data should always be processed in accordance with applicable laws and involved parties' principles for the processing. Further on processing personal data and records of personal data, see:

<https://www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university/> (external)

<https://oldwww.abo.fi/personal/en/dataskyddochinformationsakerhet> (internal)

5. Other information

- Commissioned research

Fill out if the research is not only a part of ordinary university activities, but is ordered by a specific client.

Granted research permission

The researcher submits a copy of the granted research permission (pdf) to Research Services at Åbo Akademi University for archiving.