VIKKI CAMPUS RESEARCH ETHICS COMMITTEE
Instructions for requesting a statement

The Committee reviews the ethics of studies on farmed and pet animals as well as other vertebrates that fall outside the scope of the Act on the Use of Animals for Experimental Purposes.

Requests must be addressed to the Viikki Campus Research Ethics Committee. The requests for statements that applicants wish to submit for processing in the Committee meetings must be sent by email to eettinen-toimikunta@helsinki.fi. The documents must be sent as one PDF document no later than two weeks before the meeting in question.

The requests must include the following information, as applicable:

1. Applicant(s)
2. Title of the study
3. Commissioner
4. Place and dates of the study
5. Brief research proposal
   - Clearly written, avoiding abbreviations or foreign expressions (must be understandable to a layperson)
   - Max. three pages
   - Purpose and justification of the study
   - Research design and methods
   - Progress of the study and description of the procedures (including number of visits or assessments and duration of the study/assessment/interview)
   - For interview studies, the questionnaire
   - For a drug, basic information about its pharmacology (e.g., the group of drugs) and safety based on information available thus far (a brief summary of the results of animal experiments as well as results of previous phases and any adverse reactions)
   - Safety of other substances under study (e.g., food additives) or methods based on information available thus far
   - Sample size, primary selection and exclusion criteria
   - Involvement of special groups such as newborn, old or sick animals; rare species
   - Procedures performed on the animals studied and the anticipated risks, benefits, disadvantages and discomforts (e.g., compared to a normal appointment)
   - Criteria for killing animals used in the study
   - Use of a placebo or comparative drug and justification for its use
   - The applicant’s own assessment of the ethics of the study
   - Processing of personal data as well as arrangements for protecting such data
6. Information letter and informed consent form for the owner of the animal
   The information sheet should include all relevant information about the study which the subject needs to provide informed consent.
   - Name of the organisation implementing the study, the commissioner (if any) and the person responsible for the study
   - The source of funding and any conflicts of interest associated with the funding (e.g., researcher’s employment with the funder)
   - Purpose and nature of the study
   - Estimated number of subjects/animals involved in the study
   - Primary selection and exclusion criteria of the subjects
   - Contact persons for the provision of additional information or in the case of adverse events (name, phone number during and outside office hours)
   - Use of the data and whether the data will be stored for secondary research
- The maximum length of the consent form should be one page, but it should include all relevant elements requiring written consent. Title of the study, those involved in the study, name of the researcher and the commissioner, name of the animal’s owner, name of the person who provides information to the animal owner
- Consent to participate in the designated study
- Statement indicating that the owner has received information in accordance with the information letter both orally and in writing and that the owner has had the opportunity to ask questions and receive responses
- Signatures

7. Voluntary participation and withdrawal
- Right to withdraw from the study at any time without having to provide a reason
- A statement indicating that refusal to participate or withdrawal from the study does not affect the subject’s treatment or the patient/doctor relationship
- Impacts of the study on the subject’s normal life (special diet, physical activity, other impacts)