

	<b>Aalto University</b> School of Science	<b>Operation Instructions at Aalto Behavioral Laboratory</b>	<b>Author, date:</b> J. Silvanto Mikko Nyrhinen, 28.3.2013
		<b>Appendix 1</b>	<b>Edited (name, date):</b> Veli-Matti Saarinen 9.12.2015
		<b>OPERATION INSTRUCTIONS</b>	

## OPERATION INSTRUCTIONS AT AALTO BEHAVIORAL LABORATORY

These operation instructions are meant to ensure that appropriate ethical requirements are followed, and to ensure the safety of participants in all studies performed at Aalto Behavioral Laboratory.

### PREREQUISITES OF RESEARCH IN SHORT:

1. Favorable statement from an ethical committee
2. Research permission to Aalto Behavioral Laboratory
3. User course

### STATEMENT FROM THE ETHNICAL COMMITTEE

In order to perform research in Aalto Behavioral Laboratory, favorable statement from ethical committee is required. Statement can be obtained from HUS - The Hospital District of Helsinki and Uusimaa or some other ethical committee operating in Finland (g.e. <http://www.hus.fi/> - Tutkimus ja opetus - Eettiset toimikunnat). When performing non-medical research, researchers in Aalto University can apply statement from Aalto University's committee of ethical research. Researchers themselves are always responsible for ensuring that ethical permission is obtained.

### RESEARCH PERMISSION AT AALTO BEHAVIORAL LABORATORY

A research permission approved by Aalto Neuroimaging Infrastructure is required before experiments can begin. This form can be found on the website of the Aalto Behavioral Laboratory. The Researcher in charge of the project is responsible for that the research is in accordance with the ethical permission. A statement from the appropriate ethical committee needs to be obtained before applying for research permission.

### USER TRAINING

All researchers which perform research in Aalto Behavioral Laboratory should be familiar with equipment they are using. Aalto Behavioral Laboratory offers a hands-on training course, which contains training for different measurement systems. The course is not mandatory, but recommended for users new to equipment used in ABL. For information about the course and course schedules please contact the laboratory's engineer.

### RESPONSIBILITY ISSUES

The Researchers conducting measurements in Aalto Behavioral Laboratory are responsible for participant safety and for ensuring that appropriate ethical and research permissions are in place. Personnel must familiarize themselves with Aalto Behavioral Laboratory's operations instructions. There is insurance in place for research performed by Aalto University's researchers for non-medical research. In other cases, members of the research group are responsible for having the appropriate insurance acquired either from the head organization or via research group. Information about subject insurance must be attached to the research permission application.

### MEASUREMENT RECORD

Every measurement must be recorded in the measurement log book. The record contains following information: date, research code of the project, used equipment (EEG, Eye Tracker, IR Camera, etc..). It is advisable to also record any technical problems encountered during the measurement session. The Researcher in charge is responsible for providing measurement records.

## **ARCHIVING AND REMOVAL OF DATA**

Research groups are responsible for the archiving of data. Aalto Behavioral Laboratory cannot offer backup or archiving services. Laboratory's computers are cleaned automatically without further notice 2 weeks after data acquisition. Users are responsible for copying their data after measurement sessions.

## **PUBLICATION POLICY**

Scientific publications containing data collected in Aalto Behavioral Laboratory must have Aalto Behavioral Laboratory's address (Aalto Behavioral Laboratory, Aalto Neuroimaging, Aalto University, FI-00076 AALTO, Espoo, Finland) as an affiliation. Usually this is done so that at least one of the writers has the above affiliation. Additionally, publications should include in their method or similar section that the data is collected in Aalto Behavioral Laboratory, or is collected with the devices by Aalto Behavioral Laboratory.

## **TECHNICAL PROBLEMS**

If some of the equipment does not work properly, Aalto Behavioral Laboratory's engineer must be notified. Please also provide a short description about the malfunction, used equipment and your contact information in the lab's Service Book.

## **AALTO BEHAVIORAL LABORATORY'S RESERVATION AND COMPUTER SYSTEMS**

Aalto Behavioral Laboratory has reservation system which can be reached via Aalto Behavioral Laboratory's web page (<http://ani.aalto.fi/en/abl/>). Username to reservation systems is given with the approved research permission to researchers mentioned in research permission. Usernames are personal. Reservations can be cancelled through reservation system 24 hours advance. In case that you or your test subject cannot make the reserved appointment, please remember to cancel reservations as soon as possible. Reservations that are not cancelled 24 hours before scheduled session are charged normal rates.

## **IN CASE OF AN EMERGENCY**

In case of emergency or in need of resuscitation staff will immediately start the first aid and call **112**.