

OPERATION INSTRUCTIONS OF MAGICS DEVICES

These operation instructions are meant to ensure that appropriate ethical requirements are followed, and to ensure the safety of participants in all studies performed with MAGICS devices.

PREREQUISITES OF RESEARCH IN SHORT:

1. Favourable statement, if applicable, from the research ethics committee
2. Research permission with MAGICS devices (<http://magics.fi/service/Permission.pdf>)
3. User training

STATEMENT FROM THE RESEARCH ETHICS COMMITTEE

In order to perform human research with MAGICS devices, a favorable statement from the ethical committee is required in following cases:

- 1) Your research fulfills the criteria listed in Guidelines on ethical assessments of research in the human sciences in Finland by The Finnish National Board on Research Integrity (TENK).
- 2) Your research funder or publisher requires you to apply statement, please note that the researcher in question has liability to check this.
- 3) Under Aalto's internal policy, it is recommended to apply a statement in case you plan to collect and process sensitive personal data.

More about National guidelines and Aalto practices: <https://www.aalto.fi/en/research-art/how-and-when-should-you-apply-for-ethical-review-of-research>

Non-Medical research: When performing non-medical research, statement can be obtained from a research ethics committee of appropriate host organization; for example, researchers in Aalto University can apply statement from the research ethics committee at Aalto University (<https://www.aalto.fi/en/services/research-ethics-committee>).

Medical research: When performing medical research, statement should be obtained from the research ethics committee at the Hospital District of Helsinki and Uusimaa. Please check the criteria when research is regarded as “medical research” in the following link (HUS; <https://www.hus.fi/tutkimus-ja-opetus/tutkijan-ohjeet/eettisen-lausunnon-hakeminen>).

The principal investigator is responsible for ensuring that ethical permission, if applicable, is obtained.

Guidelines on ethical assessments of research in the human sciences in Finland by The Finnish National Board on Research Integrity (TENK):
https://tenk.fi/sites/default/files/2021-01/Ethical_review_in_human_sciences_2020.pdf

RESEARCH PERMISSION WITH MAGICS DEVICES

A research permission approved by MAGICS is required before commencing experiments. The research permission document can be downloaded at <http://magics.fi/service/Permission.pdf>.

USER TRAINING

All researchers performing research with MAGICS devices should be familiar with equipment they are using. Aalto Behavioral Laboratory offers hands-on training courses, which contain training for the measurement systems available. The courses are not mandatory but recommended for users new to equipment.

For information about the courses and courses' schedules please contact the ABL personnel (abl-sci@aalto.fi).

RESPONSIBILITY ISSUES

The researchers conducting measurements with MAGICS devices are responsible for participant safety and for ensuring that appropriate ethical and research permissions are in place. Personnel must familiarize themselves with MAGICS Devices at Aalto Behavioral Laboratory operation instructions. There is liability insurance in place for research performed by Aalto University's employees for non-medical research, which compensates for personal, or property damage caused to another person.

For medical research there is patient insurance for Aalto University's employees. In other cases, with external users, members of the research group are responsible for having the appropriate insurance acquired either from the head organization or via the research group.

MEASUREMENT RECORD

Every measurement must be recorded in the measurement logbook. The record contains following information: date, research code of the project, used equipment (EEG, Eye Tracker, Thermal 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. MAGICS computers are cleaned automatically without further notice 2 weeks after data acquisition. Users are responsible for copying their data after measurement sessions.

More information about the data security and best practices at
<https://www.aalto.fi/en/services/how-to-handle-personal-data-in-research>

PUBLICATION POLICY

Scientific publications containing data collected with MAGICS devices must have an acknowledgement for MAGICS and Aalto Behavioral Laboratory as the site of research in the acknowledgment section, or in the material and methods section of a publication. We also recommend that one of the authors has a biaffiliation at MAGICS and Aalto Behavioral Laboratory.

Addresses for affiliation:

- Aalto Studios MAGICS, P.O.Box 13300, FI-00076 AALTO, Espoo, Finland
- Aalto Behavioral Laboratory, Aalto Neuroimaging, Aalto University, FI-00076 AALTO, Espoo, Finland

TECHNICAL PROBLEMS

If some of the equipment does not work properly, Aalto Behavioral Laboratory's personnel must be notified (abl-sci@aalto.fi).

DEVICE RESERVATION AND COMPUTER SYSTEMS

MAGICS devices use Aalto Takeout reservation calendar (<http://takeout.aalto.fi>). To have a research permission, you need to have project in the Takeout system, to which you refer in the request to conduct research -form. You can sign into takeout system with an Aalto account. Users outside Aalto can have a quest user account.