A picture containing background pattern

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**PARTICIPANT DEBRIEF SHEET**

**This template can be adapted for your own project in an electronic or online format, or you can develop your own approach to debriefing participants once their contributions are complete (due to the project ending or the participants withdrawing). Be aware, however, that if an improvised debrief method does not cover at least the core of the issues suggested below, ethics reviewers may well ask for significant amendments. Therefore, even if you do not use this template directly, reviewing the sections below may help you clarify appropriate practice for your own project.**

**The text of your Debrief Sheet must be fully accessible for your specific participants, i.e., it must use language that will be unambiguous to that group and avoid unexplained jargon/acronyms. All participant-facing materials should have a clear, consistent and accessible layout (e.g. a sans serif font such as Calibri or Century Gothic and line-spacing set to at least 1.5), and should generally include a University of Cumbria logo, and other collaborator/funder logos where relevant. They should also be comprehensively checked for spelling, punctuation and grammar, as they will be available in the public domain and thereby hold reputational significance for all involved agencies.**

**Please note that in online surveys, debriefing should typically be embedded at the end of the survey itself, and not sent after the survey by email or post. The former practice maximises participant identity protection, minimises wasted time and also helps reduce the work’s carbon footprint.**

**If you are using this template, be sure to remove or reformat all purple (instructional) text- including this header block - and any green (example) text, before finalising your Debrief Sheet and submitting your application for ethical review.**

**TITLE OF PROJECT:** [Project Title – to match exactly the Participant Information Sheet and Consent Form]

Thank you for taking part in this research project. The study aimed to investigate [insert a very concise reminder of the aim of the project, consistent with that on the PI Sheet, and reveal any deception used].

[Where relevant]: If you subsequently wish to withdraw from this research, [provide a reminder about retrospective withdrawal that is fully consistent with that in the PI Sheet. This should include the number of days/weeks that you have given on the PI Sheet, and remind how they should get in touch with you e.g., by email, with memorable word or number, or using an anonymous Withdrawal Survey, including the link here. Ensure participants are aware that it may not be possible to withdraw their data once analysis is underway etc.].

[Where relevant]: If any of the issues in this study were distressing and you feel you need additional support, please contact one of the organisations below for help:

[Add in appropriate and tailored signposting e.g., you may signpost to support agencies or charities, or you may suggest talking to a GP, an employer or supervisor if relevant].

Participants should be provided with information on how and when they can receive feedback on the results of the project and any information about being able to access results or a summary of findings. For example:

[Where the participants’ identities are known to the research team]: When the research is complete, you will be sent a summary of the findings via the channel through which you were originally contacted. If you would prefer not to receive this summary, please let us know using the contact details below. Any future public outputs from the research, such as [include outputs consistent with those described on the PI Sheet, e.g. conference presentations, journal papers] will be made available via the University of Cumbria’s institutional repository, [InSIght](https://insight.cumbria.ac.uk/).

[Or, for fully anonymous work]: When the research is complete, you will be able to access a summary of the findings via the channels (social media pages, groups, email lists) on which the project was originally advertised. Any future public outputs from the research, such as [include outputs consistent with those described on the PI Sheet, e.g. conference presentations, journal papers] will be made available via the University of Cumbria’s institutional repository, [InSIght](https://insight.cumbria.ac.uk/).

**PRIVACY NOTICE**

Privacy Notice for Research Participants This Privacy Notice explains how we process the personal data of individuals who agree to take part in research carried out by the University of Cumbria. This notice is intended for Research Participants. It should be read in combination with the participant information sheet and the University of Cumbria Privacy Notice. [https://www.cumbria.ac.uk/about/organisation/professional-services/vice-chancellors-office/data-protection/research-participants-privacy-notice/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cumbria.ac.uk%2Fabout%2Forganisation%2Fprofessional-services%2Fvice-chancellors-office%2Fdata-protection%2Fresearch-participants-privacy-notice%2F&data=05%7C02%7Cresearch.office%40cumbria.ac.uk%7Cab7d81962cd54804e3ce08dc73652340%7Cb627db1d99584fd18ea48ac3b27cf00f%7C1%7C0%7C638512125418431818%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=yiE9VxBuw3PdOs%2Fotg74LFULNe1xltNYR%2BfRdvKTrq4%3D&reserved=0)

Thank you again for your time.

[Name the research team, with contact details as per the PI Sheet]

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**Further Considerations for PI/Researcher:**

* Ensure that the signposting to additional support is tailored to the specific research project and participants.
* Consider how and when the debrief will take place i.e., in person, online or over the phone; at the end of an interview or activity, a week later etc.
* Ensure that there is complete consistency between the debrief sheet, participant information sheet and consent form. If there is not, it may leave the research team vulnerable to complaint.
* If there are multiple stages or phases to the research, you may wish to include details of what will happen next.

**DEBRIEF SHEET GUIDANCE / TEMPLATE**

Last reviewed June 2024