INSTRUCTIONS: *The following is a template and is not meant to be copied verbatim. You will need to modify the content of this template to suit your research. Use simple lay language at all times. Please ensure consistency between the content of your ethics application and your Debriefing Letter. Formatting and content inspiration for this form was drawn from the University of Victoria.*

*You do not have to include the formal heading with your Debriefing Letter, but you may if you so choose. Please modify the format and formality of the letter to match the way you distribute the letter.*

|  |  |
| --- | --- |
| ***Debriefing Letter*** | TWU_Primary logo |

N.B.: This may be distributed to participants in a follow-up email, verbally or in written form following an interview, as a closing statement on the final page of a survey prior to submitting answers, or in any alternative fashion that suits your research delivery.

Thank you for participating in this research on [STATE RESEARCH TOPIC]. Your participation will help us to [RESTATE RESEARCH PURPOSE]. We appreciate your time. [DESCRIBE HOW PARTICIPANT DATA MAY BE WITHDRAWN (E.G., “IF YOU WOULD LIKE TO WITHDRAW YOUR ANSWERS FROM OUR STUDY, PLEASE CONTACT [RESEARCH CONTACT] BY [DATE]/YOU MAY CLOSE THE SURVEY WINDOW WITHOUT CLICKING “SUBMIT”.”)] It [WILL/WILL NOT] be possible to withdraw your data after [LEAVING THIS SESSION/SUBMITTING YOUR SURVEY RESPONSES] because the information provided is [CONFIDENTIAL BUT NOT ANONYMOUS/FULLY ANONYMOUS AND UNIDENTIFIABLE].

*[INCLUDE THIS STATEMENT:]*

If you have any questions or desire further information with respect to this study, you may contact [PRINCIPAL INVESTIGATOR AND/OR ASSOCIATES] at [CONTACT INFORMATION].

*[INCLUDE THIS STATEMENT:]*

If you have any concerns about your treatment or rights as a research participant, please contact the Ethics Compliance Officer in the Office of Research, Trinity Western University at 604-513-2167 or HREB@twu.ca.