*The debrief checklist and example text below are intended to provide an overview and examples of the basic debrief required. Further details may be added if/where needed depending on the specific study. Please adapt the style, content and language of the form for your study and your participants. Where several groups of individuals will take part in different components of the research, separate debrief scripts/messages should be developed for each group to keep the description simple and specific.*

*Ensure the debrief script/message content is consistent with the information provided in the REB application form. Use ordinary language, understandable by a layperson. Although there is no perfect number, and it will depend on your specific sample, a Flesch-Kincaid reading level of grade 8 (https://goodcalculators.com/flesch-kincaid-calculator/) is suggested for a general, English-speaking population. Please verify spelling and grammar. The consent document should be written in the second person. Participant is ‘you’, not ‘I’ or ‘they’. If acronyms are used, they must be written out in full the first time they are used, with the acronym in parentheses.*

Debrief checklist

* Label the script/message/email/etc. as “debrief” or “debriefing” in your REB submission (can be removed for use with participants)
* Thank the participant for their time
* Remind them, briefly, of the goals of the study or the research questions
  + Consider including why the research is important or relevant to them or society more broadly
  + Consider revisiting the nature of questions you asked them to complete
  + Clarify any incomplete disclosure/Provide contact information for the PI and for the REB
* Remind participants how they can withdraw their data from the study and until when (or if they cannot withdraw their data)
* Remind participants how to see or obtain the results of the study, if relevant

Example debriefing text

*The italicized text is only for guidance. Delete all italicized text when creating your own debriefing script. Text that is not italicized is approved for use.*

**Debriefing**

Thank you for taking part in this study. We are looking at ***[goals of research]***. Specifically, our questions are ***[1) xxxxx, 2)xxxx, and 3)xxxxxx].***

In this study, we asked questions about ***[your experience… ].***

If you have any questions or concerns about this project, you may be in touch with:

***[PI Name, telephone, email]***

UPEI Research Ethics Board, (902) 620-5104 [researchcompliance@upei.ca](mailto:researchcompliance@upei.ca)

If you change your mind about being in the study, and would like us to remove your data, please***[e.g.,* contact the researcher** **within *two weeks.***

***…* contact the researcher by *August 2024.]***

The study is anonymous. Since we do not know who submitted which response, we cannot remove your data after you submitted it.

The study results should be ready by***[approximate date]****.*A summary will be***[e.g.,* emailed to you if you provided your email address.**

**… available on the researcher’s website *(provide URL)*.]**