**Notice: Do not save for reuse**

You must download a Debriefing Letter template for each new application, to account for updates to this form. [Remove this box]

Debriefing Letter for Studies Involving Deception Template

This Debriefing Letter Template has been designed to meet current regulatory and ethical standards.

**Important things to remember when completing your debriefing letter:**

* You must add all relevant institutional logos into the header.
* You will add a version date in the footer. Only one version date should be listed. This date will be listed on the approval letter from the Research Ethics Office (REO).
* You will use the term “participant”, not “subject”.
* You must fully write out all acronyms and abbreviations when they are first used.
* You must make sure the size and font of the text are consistent (Open Sans, black, 10pt, as per [**Queen’s Brand Central**](https://www.queensu.ca/brand-central/visual-identity/typography)).
* You must check that page numbers in the footer are correct after you have completed the script and removed all unnecessary sections (including these instruction pages).

**Instructions for how to use/modify/alter this template:**

* **Text in black**

You should not remove or alter headings and text that are in black. This text represents Queen’s University’s approved template wording, that should not be altered without justification.

* Text in a black box with a grey background

These areas indicate instructions specific to a heading/section/area of text. Once you have added your information to that heading/section/area, please remove the instruction box.

* Text in a dashed outline with a yellow background

Provides you with a prompt to adapt/alter that area of text to reflect your research study (i.e., add contact information, specify, or choose from several options). If the text is applicable to your study, you must change it to black text with no background colour. If the yellow highlighted area text is not applicable to your study, please remove it.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.

* **Headings in blue text with a pale blue background**

Provides you with a Heading for sections that include suggested text. You should only use these if relevant to your study. If the heading is applicable to your study, you must change it to black text with no background colour. If the Heading is not applicable to your study, please remove it.

**How to change your Heading text to black and remove background**

1. Select the Heading you wish to change.
2. Select the **Shading** dropdown Shading icon., select **No Colour**.
3. With the Heading still selected, select **Font Colour** Font colour icon., select **Automatic**.

* Text in blue with a pale blue background

Provides you with suggested text/example that you should use only if relevant to your study. If the text is applicable to your study, you must change it to black text with no background colour. If the text is not applicable to your study, please remove it.

**How to change your text to black and remove background colour**

1. Select the paragraph/text you wish to change.
2. Under **Home>** **Styles>** right click **Normal**, left click **Modify.**
3. Ensure **Formatting** is set to Open Sans, 10, Automatic. Click OK
4. Left click on **Normal** to select Style.

These pages provide you with directions for navigating/altering this document/form.

You must remove these pages when you have completed the form. [Remove this instruction box]

DEBRIEFING LETTER FOR STUDIES INVOLVING DECEPTION

Study Title: Insert title as written on the protocol

**Principal Investigator**: Insert name, department, and telephone number

**Supervisor(s)**: Insert name, department, and telephone number

We express our sincere gratitude for your engagement in our study and thank you for dedicating your time to assist us with our research. When you began the study, you were told that the purpose of this project was to insert purpose of research originally presented to participants. However, the study was more complex than we initially described. We are interested in insert background information about your research and general aims. In this study, we are investigating whether insert purposes of the study and main hypothesis.

During your participation, you were asked to insert study procedures performed by the participant.

We told you that we were analyzing insert study objectives that were originally presented when you were doing this insert task. In fact, we were evaluating insert true purpose of experiment/tasks performed by participants.

If using criteria or randomization to place participants in certain groups or conditions include this information in your debriefing letter.

Some participants in this study were selected/randomized because they had experienced insert description of condition, and others were selected/randomized because they had not experienced any of these situations. You were in the insert criteria condition. This means you were insert explanation of condition.

We could not share all the study details with participants upfront because it might have affected how they behaved during the study, making it hard to get accurate answers to our research question. We did not tell the whole truth about the study on purpose (this is called deception) because we wanted to see how people would naturally act and think without knowing our real goals. We expected that by insert deception used in the study you would insert expected results and justification for using deception. We are sorry for omitting some details and giving you fictional information about the study's purposes and tasks. Now that we have explained the purpose more fully, we hope you understand the need for deception. Also, please know that most insert area of research, e.g., Psychology research does not involve deception.

We would just like to re-iterate a few things:

1. The purpose of this study was insert true purpose of the study.
2. Briefly summarize the study procedures and how deception was used, providing explanation of the true purpose of the study.

If any of the tasks in this study caused you to feel uncomfortable, please feel free to contact insert name of Principal Investigator, anytime at insert phone number (for privacy reasons, do not include personal contact number) or Queen’s email. You can also contact my supervisor, insert supervisor name, at insert phone number and Queen’s email address.

Your identity is confidential. The data will be stored with all identifying information removed. Data will be stored for at least insert time periodand only insert who will have access to data will have access to it.You can request your data be removed from the study up until insert date**;** it is not possible to withdraw your data once papers have been submitted to publication.

Because there are some things about the study that we did not tell you before you started, it is really important that you do not talk to other people who might participate in the study at some point. If people know specific details about what we are looking for, it could influence the results, and the data we collect would not be reliable.

Some things in the study are different from what we first explained, we have another consent form for you to read and sign if you are willing to allow us to use the information that you provided. This form is a record that the purpose of the study has been explained to you, and that you are willing to allow your information to be included in the study.

This study has received ethical approval by the Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board / Queen’s University General Research Ethics Board (GREB). Any ethical concerns about the study may be directed to the General Research Ethics Board (GREB) at 1-844-535- 2988 (Toll free in North America) or email chair.greb@queensu.ca/ The Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB) at 1-844-535-2988 (Toll free in North America) or email HSREB@queensu.ca.

For all other questions contactinsert researcher name and contact information.

We are grateful for your involvement and sincerely hope you found this experience interesting.

**POST-DEBRIEFING CONSENT FORM FOR STUDIES INVOLVING DECEPTION (IN-PERSON STUDIES)**

For in-person studies, use this post-debriefing consent form along with your debriefing letter. Ask any questions participants might have and ensure they sign the document.

Study Title: Insert title as written on the protocol

**Principal Investigator**: Insert name, department, and telephone number

**Supervisor(s)**: Insert name, department, and telephone number

During the debriefing session, I discovered that the researchers needed to conceal the true purposes of the study. I understand that this was necessary because having full information about the actual purpose of the study might have influenced the way in which I responded to the tasks, potentially compromising the validity of the results. To ensure that this did not happen, some details about the study's purpose were either initially omitted or presented in a way that slightly misrepresented the true objective.

I have now received a complete verbal and written explanation as to the actual purpose of the study and have had an opportunity to ask any questions about this and to receive acceptable answers to my questions.

I have been asked to give permission for the researchers to use my data (or information I provided) in their study and agree to this request. I am aware that I may withdraw this consent by notifying the Principal Investigator of this decision.

This study has received ethical approval by the Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board / Queen’s University General Research Ethics Board (GREB). Any ethical concerns about the study may be directed to the General Research Ethics Board (GREB) at 1-844-535- 2988 (Toll free in North America) or email chair.greb@queensu.ca/The Queen’s University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB) at 1-844-535-2988 (Toll free in North America) or email HSREB@queensu.ca.

For all other questions please contactinsert Principal Investigator name and contact information.

**Participant's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Investigator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Investigator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POST-DEBRIEFING CONSENT FORM FOR STUDIES INVOLVING DECEPTION (ONLINE STUDIES)**

For online studies, use this post-debriefing consent form along with your debriefing letter. Ensure that you have checkboxes embedded with your survey platform to register consent.

( ) YES ( ) NO I read the Debriefing Letter.

Note to researcher: A YES is not required to proceed to the consent form.

**POST-DEBRIEFING CONSENT FORM**

( ) YES ( ) NO I have questions about the use of deception in this study and would like to be contacted by one of the researchers to discuss these.

If yes, please enter your name and phone number and/or email in the textbox below.

(text box)

If using MTurk or a similar service, revise above to: "If yes, contact insert researcher name at insert Queen’s email and phone”.

( ) YES ( ) NO I give my permission for the researchers to use my data and/or the information I provided through the online survey for this study.