**Example Debriefing Letter**

**[Title of your study here: same title as used in Ethics Application]**

**Statement explaining real purpose of the project:**

[Here you will provide background on your research area: For example: In Social Psychology, there has been a great deal of research conducted on reciprocity. Reciprocity is the tendency for people to do onto others as they have done onto themselves. For example, if someone does you a favour, you are likely to do a favour in return. While this tendency has been shown consistently in the literature, there is currently no theoretical definition for reciprocity. There is also no validated measurement tool for researchers to use to measure the likelihood of reciprocal behaviour or intentions. We feel this is important for both theoretical reasons and for practical reasons. It would be helpful to have a scale that would help us predict behavioural outcomes in a reciprocal interaction.]

**Statement acknowledging participant’s contribution:**

[Here you will describe how their participation furthered the field: E.g. You have just helped us with the first phase of our research. We are developing items that we think tap into how much people use reciprocity as a guide for behaviour. Once we have collected enough data, we will be able to examine our items and choose those that best tap into reciprocity. In the next phase of our research, will be compiling a formal scale used to measure reciprocity and we will test to see how accurate it is in predicting reciprocal behaviour.]

\*Please feel free to talk to the experimenter for more information on the research you just participated in. If you would like further information on this area of research, these are some related references that might be of interest to you.

\*\*Use references specific to your project, for example:

1. Cialdini, R. B. (1988). Influence: Science and practice (2nd ed.). Glenview, IL: Scott, Foresman.

2. Gouldner, A. W. (1960). The norm of reciprocity: a preliminary statement. American Sociological Review, 25, 161-178.

**Statement regarding additional counselling:**

1. [If your study involves the risk of psychological distress and your participants are Queen’s students, insert the following paragraph]:

If as a result of your participation in the study you would like to see a counsellor, please contact Health, Counselling and Disabilities Services at 533-2506. They are located at 146 Stuart in the St. LaSalle Bldg., (across the street from Adelaide Hall).

1. [If your study involves the risk of psychological distress and your participants are NOT Queen’s students, insert a paragraph indicating appropriate clinical resources].

**A Statement regarding Contact Information:**

Any questions about the study and your participation in it may be directed to *<your supervisor> at < contact info >*. Any ethical concerns about the study may be directed to the Chair of the General Research Ethics Board (GREB) at 1-844-535-2988 or [Chair.GREB@queensu.ca](mailto:Chair.GREB@queensu.ca) . We are required to keep track of adverse events (these are any incidences that jeopardize the safety or welfare of participants during a research study). In the unlikely event that such an event occurs and was not noted during the study, we encourage you to contact us or GREB.

**Closing statement:**

Again, thank you. Your interest in participating in this research study is greatly appreciated.

[Supervisor’s name if applicable] [Student Researcher name]

[Assistant Prof., Associate Prof., or Professor] [Program, Dep’t, Queen’s University]