

### **FHM REC Debrief Guidance**

Please note that the following information is for guidance purposes only. You are not required to include all the suggestions below. The guidance is to help researchers formulate a debrief process and any associated paperwork that is useful for their individual projects. The following guidance is based on previous debrief summaries submitted to FHM REC, or that members of FHM REC have previously used. We are therefore not stating that there is a 'right' way to debrief or use specific paperwork. We hope that the guidance might act as a useful starting point for researchers contemplating a debrief process or composing debrief paperwork. As always, we welcome your views on the guidance.

Questions you might ask following participation in a project:

- How do you feel?
- How did you find the interview/questionnaire?

What a debrief sheet might include:

- Expression of thanks for being involved in the project
- Details of what the purpose of the study was / what the study was about / why the study was conducted
- How will the data collected be used / how will the results be used
- Sources of support
- Follow up contacts if any questions or concerns arise as a result of participating in the project
- What happens next (if there are multiple stages or phases to your project)
- Details of claiming any expenses relating to participating in the project

Think about:

- how the debrief will take place i.e. in person, over the phone or online
- if you will provide a summary of the results or findings from the project to participants and how and when you will provide these