Guidance on the “brief” and “debrief” documents.

These should be written in accessible language that is understandable to non-specialists.

**The Brief document should explain to the volunteer:**

1: What they will experience (e.g. what they will be shown / asked to read / who they will interact with etc).

2: What they will be expected to do (e.g. fill in questionnaires, remember a list, answer questions…)

3: What data will be recorded as a result.

4: What risks are involved.

5: That they have the right to remain anonymous throughout and have the right to withdraw.

6: Linked to point 5, what their anonymous participant number is.

**The debrief should tell the volunteer:**

1: The overall purpose of the study.

2: How their participation contributes to that overall aim (remember they may only have taken part in one of the conditions in an experiment).

3: What data will be used.

4: That they have the right to remain anonymous throughout, and have the right to withdraw.

5: A contact email by which they can ask further questions or indicate their wish to withdraw. Remind them that they need to report their anonymous participant number to do this.