*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are denoted within* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

# FEEDBACK LETTER

**University of Waterloo**

**Study Title:** ***[insert title]***

**Student Investigator:** ***[insert name, department, University of Waterloo email]***

**Faculty Advisor:** ***[insert name, department, University of Waterloo email, phone]***

**Principal Investigator: *[insert name, department, University of Waterloo email, phone]***

We appreciate your participation in our study and thank you for spending the time helping us with our research.

***[The following is a sample paragraph describing a study design, please change the paragraph to be specific to your study]*** In this study you saw pairs of pictures that were replaced with a dot, and you were asked to indicate the location of the dot. The purpose of this study was to compare the amount of attention that younger and older adults pay to realistic visual scenes, and more specifically, to determine the characteristics of visual scenes that capture attention of younger and older adults. This study examined whether the type of emotion displayed in the pictures affected how fast younger and older adults would respond to the dot; that is, how much each type of emotion captured participants’ attention. In the study, the picture pairs included pairs in which one picture was neutral and the other was either negative or positive, and pairs in which one picture was positive and the other was negative.

***[The following is a sample paragraph describing the hypothesis/hypotheses, please change the paragraph to be specific to your study]*** We expect that overall, younger adults will be faster to indicate the location of the dot than older adults. Previous research has shown that younger adults’ attention is captured by negative stimuli, therefore we expect younger adults will be faster at responding to the dot when it replaces a negative picture compared to a positive or neutral picture. If younger adults’ attention is captured by the negative pictures, they should detect the dot more quickly if it appears where the negative picture had been and more slowly when it appears in the place of a positive or neutral picture. On the other hand, older adults’ attention has been shown to be captured by positive stimuli (Mather & Carstensen, 2003), and using similar logic, it is expected that older adults will be faster at responding to the dot when it replaces a positive, compared to negative or neutral, picture.

Your identity will be confidential. Your name will not be included or in any other way associated, with the data collected in the study. **[*Note: These first two statements should be updated to be consistent with study procedures; for example, if the study involved anonymous surveys, state the following instead: “Please remember that participation was anonymous.”*]** Furthermore, because the interest of this study is in the average responses of the entire group of participants, you will not be identified individually in any way in any written reports of this research. Records (paper, electronic, audio recordings) ***[Note: Please update the type of records involved to be consistent with study procedures]*** associated with this study will be retained for at least 7 years to which only researchers associated with this study have access. All identifying information will be removed from the records before storage.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.

For all other questions contact ***[insert researcher name and contact information].***

We really appreciate your participation, and hope that this has been an interesting experience for you.

**References** *(related studies that may be of interest to you):*

Mather, M., & Carstensen, L. L. (2003). Aging and Attentional Biases for Emotional Faces. *Psychological Science, 14*, 409-415.

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***