

TRANSLATION ASSURANCE

This form must be filled out and submitted to the IRB Office (and/or attached to the application in Cayuse) for all studies requiring translated documents. This Translation Assurance form must be submitted to attest to the IRB that the translation from English to the applicable language is accurate. Those who translate the research materials must provide a brief description of their qualifications for carrying out this role.

It is acceptable for members of the research team or others fluent in the appropriate language to translate the research materials (e.g., recruitment, informed consent form(s), and instruments) into languages other than English. A professional translation service may also be used; such services will provide a written certification that should be uploaded into Cayuse along with this form and all final documents prior to final approval and study initiation.

The translator must consider contextual variations; direct word-for-word conversions are usually not appropriate. All elements of informed consent must be included (45 CFR 46116).

Timing of the Translation: The PI may wish to delay the initial translation from English to other language(s) until after the IRB provides initial review of the application. This will prevent the PI from having to provide translated documents on multiple occasions prior to final approval. Translated documents may not be used for research until IRB approval of the documents has been attained.

Principal Investigator's Name:

Protocol ID#:

Title:

Language(s) of translated documents:

Document(s) translated:

CHOOSE ONE OF THE FOLLOWING TWO OPTIONS:

Attached are certification documents from the professional translation service that translated the documents: Enter name of service provider _____

The documents listed above were translated by: Enter translator's full name _____
Qualifications of translator(s). Include skill level with language used and/or applicable experience:

CERTIFICATION STATEMENT. I hereby certify that the content of the translated documents is accurate, and that the consent documents contain all the key elements required for informed consent as outlined in the English language consent template on the IRB Office website.

Translator's Signature

Date