**Translation Assurance**

This form must be filled out and submitted to CPHS for all studies requiring translated documents.

The CPHS recommends that a professional translation service be used for the translation of study materials (e.g. recruitment, informed consent form(s), and instruments) into languages other than English. Such services will provide a written certification that should be uploaded into RAMP along with this form and all final documents prior to final approval and study initiation.

This Translation Assurance Form must be submitted to attest to the CPHS 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.

**IMPORTANT CONSIDERATIONS:**

* Translation: It is acceptable for members of the research team or others fluent in the appropriate language to translate the research materials. **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 CPHS provides initial review of the application. This will prevent the PI from having to provide translated documents on multiple occasions prior to CPHS approval. Translated documents may not be used for research until CPHS approval of the documents has been attained.

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| --- | --- | --- | --- | --- |
| Principal Investigator’s Name: | |  | | |
| Protocol ID#: |  | | Title: |  |
| Language(s) of translated documents: | |  | | |
| Document(s) translated: | |  | | |

**CHOOSE ONE OF THE FOLLOWING TWO OPTIONS:**

|  |  |  |
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|  | **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 CPHS website.   |  |  |  | | --- | --- | --- | |  |  |  | | Translator’s Signature |  | Date | | | |