**TRANSLATION CERTIFICATION FORM**

When research studies purposefully recruit participants who do not speak or understand English, all documents that will be presented to them (e.g., consent forms, study information sheets, recruitment materials) must be translated into English for IRB review. The Researcher must complete this certification and submit it to the IRB along with all translated documents before the study can be approved.

To reduce revisions to translated materials, researchers may choose to submit English-language documents for review and translate them only after they are reviewed by the IRB and all needed revisions are completed.

**Project title**: Click or tap here to enter text.

**Researcher**: Click or tap here to enter text.

**Department**: Click or tap here to enter text.

**Faculty Sponsor, if applicable**: Click or tap here to enter text.

**Translation from English into what language(s)**: Click or tap here to enter text.

**List of all documents translated (e.g., Informed Consent form)**: Click or tap here to enter text.

**Name of Translator**: Click or tap here to enter text.

**Contact Information (email and phone)**: Click or tap here to enter text.

**Are they a certified translator?**: Choose an item.

If **Yes**, provide the name of the organization providing certification: Click or tap here to enter text.

If **no**, summarize the translator’s qualifications to perform the translation services: Click or tap here to enter text.

**The Researcher/Principle Investigator is ultimately responsible for the translations.** By submitting this request, the Researcher certifies that:

* to the best of their knowledge, the translation of the document identified above is accurate, complete, culturally appropriate, and ready to be used with prospective research subjects.
* the Researcher has information about the credentials of the agency or individuals who provided the translation and verification which enabled the Researcher to conclude they were qualified and the translation is trustworthy. This information can be made available to the IRB upon request.

**Signature of Researcher**:

**Date**: Click or tap here to enter text.