

CERTIFICATE OF TRANSLATION FORM

*Note: This form is to be used for Expedited and Full Review protocol.

For research conducted in languages other than English, the Institutional Review Board must have all versions of the research materials (e.g., recruitment, informed consent, and instruments) in BOTH English and Non-English on file. This Certificate of Translation Form must be submitted to verify that a translation from English to Non-English is accurate. Those who translate the research materials need to provide a brief description of their qualifications, skills, or experience for carrying out this role.

IMPORTANT CONSIDERATIONS:

-Translation: It is acceptable for investigators listed as project personnel to “translate” the research materials (e.g., recruitment, informed consent, and instruments).

-Timing of the Translation: The research investigator(s) may wish to delay initial translation from English to Non-English until AFTER the IRB’s initial review of the application. If review by a foreign IRB is required prior to a full review by Xavier’s IRB, we are happy to provide a preliminary review to ensure that all needed elements are present prior to translation, while delaying a formal review until the foreign IRB has completed its review. Awaiting our IRB’s preliminary comments will ultimately help researchers avoid having to consult a translator more than once.

-Modifications: When a translation is carried out AFTER the research has been approved, a formal modification to the approved research must be submitted. The researcher must submit any modified materials along with the translated versions of these materials. This Certificate of Translation Form can be submitted as part of the formal modification process.

Choose One Option

Initial Review

Modification (to add new documents)

Principal Investigator’s Name _____

Protocol # _____

Translated language(s) necessary for the research to be conducted: _____

Briefly describe the qualifications (either professional or through life experience) of translator(s): _____

CERTIFICATION STATEMENT: By typing your first and last name, and the date below, you certify that the content of the translated documents is accurate and correct.

Translator’s First and Last Name _____

Date _____