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| **VERIFICATION OF TRANSLATION ACCURACY INTRODUCTION** |
| Translations of study documents are required for research studies submitted to Teachers College IRB when the potential participant speaks or reads a language other than English. Researchers must specify their language fluency in the IRB application if they plan to individually translate the study documents.  The use of electronic translator applications (such as Google Translate) is not appropriate for generating final translations. Such applications should be used in combination with other validated measures for translating document (e.g., back translate, translators, etc.). Ultimately, the accuracy of the translated documents is the researcher’s responsibility.  The researcher may need to request an expert in the culture of people being studied—including fluency of language— to translate study documents. This form can serve as verification of the translation.  The IRB may choose to require a certified translation, to have an independent back-translation or to have a review of the translated documents by an IRB member or other person who is fluent in that language. |
| **Researchers fluent in English and the other language may translate documents when the IRB staff determines that it is unlikely for significant changes to be requested but before the IRB approves the study. Alternatively, researchers can translate the participant documents after all approvals are completed and submit the translated documents and verification form as an amendment.**   * Study-related information that is given to a subject or a subject’s legally authorized representative must be in a language understandable to the subject or representative. * Language should be culturally sensitive to the population to whom the documents are being presented. * Reading level should be at maximum of a 6th grade level. * Translated documents provided to subjects must be approved by the IRB prior to use. * For new studies enrolling only non-English speakers, full study approval will not be granted until the translated documents are reviewed and approved by the IRB. * The translated versions must reflect the approved English documents. |

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| All translated documents that will be used to interact with participants should be included with the IRB submission including (*but not limited to*):   * + Verbal consent or assent scripts   + Written informed consent, parent permission, or assent documents   + Information sheets to participants   + Recruitment materials   + Study measures (e.g., surveys, questionnaires, interview questions, etc.)   + Other documents as requested at the discretion of the IRB   Please note that in addition to documents provided to subjects, letters that are not written in English, such as international ethics committee letters or site permission forms, are to be accompanied by an English translation when submitted to the IRB for review and approval. |
| **Researchers working with non-English-speaking participants should know these differences:**   * **Certified Translator:** a professional translator who has successfully completed a certification program or exam providing them with certified translator credentials * **Qualified Translator**: a native or qualified person who can read/write/speak the proposed language * **Interpreter:** person who accompanies researchers, in real time, to convey verbal information to another person in their native language * **Medical Interpreter:** an interpreter who is familiar with medical terminology * **Non-English speaking:** someone unable to comprehend the English language * **Translator:** a person who converts written materials from English to another language |

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| **VERIFICATION OF TRANSLATION ACCURACY FORM** |
| Please upload this form with your IRB application in Mentor IRB if the protocol includes translated documents or include this form when revisions of translated documents submitted to the IRB through a modification.  Researchers(s) may translate documents and seek an impartial individual certifying the documents to verify the accuracy of the translation. The verification may, for example, be provided by a member of the Department of World Languages and Literatures or an individual who has a bachelor's degree in that language.  The IRB does not require that a certified translator perform the document translation; only verify the accuracy of the document. If applicable, the form must be filled out and **signed** by the individual providing the verification. Duplicate fields (*as needed*) if documents are submitted in multiple languages (e.g., Spanish, Portuguese, Russian, etc.) and require verification from different individuals. |
| **Name of Researchers(s):** Click or tap here to enter text.  **Title of IRB Protocol:** Click or tap here to enter text.  **Researcher Email Address**: Click or tap here to enter text.  **IRB Protocol # (e.g., 18-222):** Click or tap here to enter text. |
| **Name of Verifying Individual (Translator):** Click or tap here to enter text.  **Translator Title:** Click or tap here to enter text.  **Translator Affiliation (if applicable)** Click or tap here to enter text.  **Language Translated (e.g., English to Spanish):** Click or tap here to enter text.  **Translator’s Phone Number:** Click or tap here to enter text.  **Translator’s Email:** Click or tap here to enter text.  **I, the undersigned, verify that all translated materials related to the above-named study reflect the intent and spirit of the English text.**  **Signature:** Click or tap here to enter text.  **Print Name:** Click or tap here to enter text. **Date:** Click or tap here to enter text. |