

Certificate of Translation Form

- This form should be used to verify the accuracy of translated documents only when a certification statement is not provided by a translation agency or service.
- The process for the PI to submit this form or a translation certificate issued by a translation agency/service, and the corresponding translated documents is via the eIRB system.

When to use this form: If research is conducted in a language other than English, submit this form with the translated materials. This Certificate of Translation form is required to verify that the translations are accurate.

Please note the following:

- For research conducted in languages other than English, the MUSC IRB must have all versions of the research material (e.g. consents, recruitment, instruments, etc.) in both English and the language in which research is being conducted.
- It is acceptable for an investigator listed as research personnel to translate the research material if they are qualified.
- Researchers may wish to delay the initial translation until after the IRB has reviewed and approved the English versions. Doing so may help researchers avoid multiple translations.
- If the non-English documents are submitted to the IRB after initial approval, please submit an amendment along with the translated material and a copy of the certificate of translation.

Section 1. PROTOCOL INFORMATION

Protocol (Pro) Number:
Principal Investigator:
Study Title:

Section 2. TRANSLATOR

Translator's Name:
Translator Email Address:
Language of translation:
List of document(s) translated: <ul style="list-style-type: none"> <input type="checkbox"/> consent document(s) (consent form, assent form, oral consent script, etc..) <input type="checkbox"/> short form consent(s) <input type="checkbox"/> recruitment material (flyer, brochure, poster, telephone recruitment/screening script, etc..)

- ☐ survey or questionnaire(s)
- ☐ focus group/interview guide(s)
- ☐ other _____

Date(s) of translation(s):

The translator declares that they are fluent in and understand the English language and the language of translation. The non-English documents for this study are a true and accurate translation of the English documents. By signing below, I, the translator, agree with this statement.

Translator Signature

Date