

IRB GUIDANCE DOCUMENT AND FORM TRANSLATION CERTIFICATION REQUIREMENTS

The purpose of this document is to provide guidance along with the required forms when documents must be translated from English to a second language and/or a second language to English during the course of an IRB review/approval.

If your project requires translation either from English to non-English or non-English to English the Translation Certification Form (below) must accompany all translated documents (i.e., consent forms, recruitment materials, international approval letters, etc.) upon submission to the IRB.

Completion of the Translation Certification Form is required regardless of review type (i.e., exempt, expedited or full board) or form type (i.e., new project, continuing or change) when documents require translation during the review and/or approval of a project involving human subjects or human subjects determinations. Situations where documents would require translation certification are when:

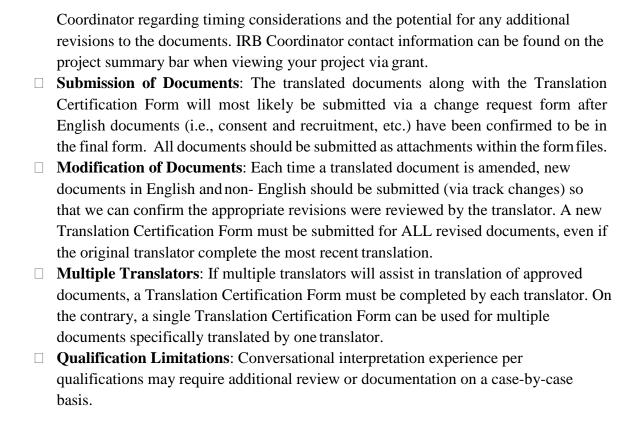
Research is conducted in languages other than English, AND/OR
Documents are required to be translated to English for purposes of Pepperdine IRE review.

Translation certification provides the Pepperdine IRB assurance that the individual completing the translation has the appropriate knowledge and skills to perform the translation and the translated document(s) is equivalent in meaning when compared with the original document.

MISCELLANEOUS CONSIDERATIONS:

Timing of Translation and Translation Certification: It is strongly recommended to delay translation of documents from English to non-English until AFTER the IRB or Research Compliance Services has reviewed and confirmed that no additional changes to the consent document or recruitment materials would be required. Delaying translation until after review will help avoid having to consult a translator more than once. However, if you would like to submit the translated versions along with the Translation Certification Form (below) prior to approval, please contact your IRB

Please leave room for the IRB approval stamp. The final document must be submitted as a pdf in order for the stamp to be added.



If there are any questions regarding the process, in general, please feel free to contact Pepperdine IRB at gpsirb@pepperdine.edu or (310) 568-5753. REMEMBER: If you have specific questions regarding timing of form submission, please contact your IRB staff.

Please leave room for the IRB approval stamp. The final document must be submitted as a pdf in order for the stamp to be added.

Pepperdine IRB Translator Certification Form

Pepperdine IRB Protocol #:		
Pepperdine IRB Project Title:		
Principal Investigator(s):		
Original Language:		
Translated Language:		
Translator First and Last Name:		
Translator Contact Information:	Email: Phone: Mailing Address:	
Description of Qualifications of Translator (i.e., certifications, life experiences, education, years of translator experiences, registrations, etc.)		
Date of Translation:		
Description of Documents Translated (i.e., adult participant consent form, parental consent form, youth assent form, interviewer script, flyer, recruitment materials, etc.)		
I certify that I am fluent in (original document language) and (translated document language), and that the above described information and attached/corresponding document(s) is an accurate translation.		
Translator Signature:	Date:	
PI Certification:		
By signing this form, I certify that I understand it is my responsibility as Principal Investigator to ensure that IRB-approved study documents, e.g., recruitment materials and consent forms, are accurately translated in a language understandable to study participants.		
PI Signature:	Date:	