**University of Scranton IRB**

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| **Certificate of Translation for Verifying the Translation of Research Documents** |
| All forms must be typewritten, signed, and submitted as part of the IRB protocol application. If completed subsequent to initial protocol submission, or as part of a response to IRB request for information/modification, the document must be submitted as an Amendment/Modification to the project package via IRBNet. |

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| **When to use this form:** If research is conducted in a language other than English, submit this form with translated materials to indicate the credentials of the translator. Those who translate the material are to provide a brief description of their qualifications, skills or experience for serving in this role and sign the certificate of translation form. |
| Please note the following:* + - * For research conducted in languages other than English, the University of Scranton 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 the translated material and a copy of the certificate of translation as an Amendment/Modification via IRBNet.
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**Section 1. PROTOCOL INFORMATION**

The principal investigator (PI) is ultimately responsible for the accuracy of translated materials. By submitting this certification, the PI assures that to the best of their knowledge, the translation of the documents certified below is accurately translated in a language understandable by study participants, is complete, and ready to be used for research participants. The PI has direct, verifiable information about the credentials of the agency or individuals who provided the translation and concludes that they are trustworthy. This information can be provided to the IRB upon request. By signing below, I, the PI, agree with these statements.

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1A. Principal Investigator:**       |
| **1B. IRBNet ID/Protocol Number:**       |
| **1C. Project Title:**       |

**Section 2. TRANSLATOR**

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| **2A. Translator’s Name:**       |
| **2B. Translator Email Address:**       |
| **2C. Translator’s Qualifications:**       |
| **2D. Language of translation:**       |
| **2E. List of document(s) translated: (d*ocuments must be provided in both English and translated language in IRBNet*)**      |
| **2F. Date(s) of translation(s):**      |
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| **2G.** The translator declares that they are fluent in and understand both 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |