

Appendix K: CERTIFICATE OF TRANSLATION FORM

For research conducted in languages other than English, the DU IRB/ Office of Research Compliance must have all versions of the research materials (e.g. recruitment, informed consent form(s), 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 research personnel to “translate” the research materials (e.g., recruitment, consent, data collection instruments).
- **Timing of the Translation:** The research investigator(s) may wish to delay initial translation from English into the Non-English until after the IRB’s initial review of the application. Awaiting the IRB initial review 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. The Certificate of Translation Form can be submitted as part of the formal modification process.

Choose One Option:

- Initial Review
 Modification (to add new documents)

General Information:

Principal Investigator’s Name:

IRBNet #:

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 signing 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:

Translator’s Signature

Date