

**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 IRB 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.

Coordinator regarding timing considerations and the potential for any additional revisions to the documents. IRB Coordinator contact information can be found on the project summary bar when viewing your project via grant.

- **Submission of Documents:** The translated documents along with the Translation Certification Form will most likely be submitted via a change request form after English documents (i.e., consent and recruitment, etc.) have been confirmed to be in the final form. All documents should be submitted as attachments within the form files.
- **Modification of Documents:** Each time a translated document is amended, new documents in English and non- English should be submitted (via track changes) so that we can confirm the appropriate revisions were reviewed by the translator. A new Translation Certification Form must be submitted for ALL revised documents, even if the original translator complete the most recent translation.
- **Multiple Translators:** If multiple translators will assist in translation of approved documents, a Translation Certification Form must be completed by each translator. On the contrary, a single Translation Certification Form can be used for multiple documents specifically translated by one translator.
- **Qualification Limitations:** Conversational interpretation experience per qualifications may require additional review or documentation on a case-by-case basis.

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.)	

Translator Certification:

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: ____