



**University of La Verne Institutional
Review Board Policy on Translation
Approved May 7, 2018**

For studies working with non-English speaking populations, the La Verne IRB requires a Translation Certification (see example below and certification for download here: <https://laverne.edu/irb/wp-content/uploads/sites/28/2018/05/Translation-Certification.pdf>) completed by the translator and attached to the materials and the application. The translator selected should be certified to translate documents in the language specific to your protocol.

If you are faculty who have translated your own documents, please contact the La Verne IRB (irb@laverne.edu) for further instruction.

Please note: when preparing your materials, it would be best to prepare them in English first, get them approved by the IRB, and then have them translated. This will save you time, effort, and possibly money by preventing several revisions of the translated documents.

Translation Certification

Submit this form when using materials (e.g., consent forms, scripts, recruitment materials, study instruments) translated from English into a second language. Use a separate certification form for each language into which materials are translated.

Project title: _____

PI name: _____

Translator/Translation Information

Name of translator: _____

Translator email: _____ Phone: _____

Language into which materials were translated: _____

Is this translator certified to translate the above language?

- Yes
- No

If No was selected above, what qualifications does the translator possess to make the translation? _____

What materials were translated by the above named translator for the project named in this certification form?

- Recruitment materials
 - Consent form
 - Consent script
 - Study instruments
 - Debriefing Script
 - Other: _____
- _____

By signing this form, I certify that I have translated the materials listed above, into the language listed above, for the above referenced project, and verify my qualifications for conducting this translation as noted above.

Signature

Date