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| 1. **Study Title:** | Insert title here |  |

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| **1. Who translated the document?** - | | | |
| *Select one* | | **Name of Person or Organization Translating the Document** |
| |  | | --- | |  | | A well-qualified individual |  |
| |  | | --- | |  | | A reputable translation service |  |

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| **2**. **Translations performed by an individual**, complete the ***verification statement*** below | |
| |  | | --- | |  | | N/A – translation was not performed by an individual |

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| Statement from the second qualified individual verifying the translation:  **Click once here to insert the name of the second qualified person who verified the translation**  By signing the form, you certify that you have verified the accuracy and completeness of the translation of the **[insert the type of document (e.g. consent, recruitment)]** from English to the local language of **[insert language]**. You certify that the translation matches the IRB approved English version which has an IRB approval stamp dated: **[insert IRB approval date]**  The method/strategy used to verify that the translation accurately and completely represents the English version was the following: **Click once here to insert a description of the method used to verify the translation**  *A signature section for the person verifying this translation is provided at the end of the form.* | |
| **Verifier’s contact information**  **🡺** |  |

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| **3**. T**ranslations performed by a translation service** | |
| |  | | --- | |  | | N/A - translation was not performed by a translation service |
| |  | | --- | |  | | Verification information from the translation service is attached.  This verification should include:   * The type of document(s) translated, * The language the document was translated to, and * The IRB approval stamp date of the original document, **OR** the Title of the document or IRB filename found in the footer of the document (i.e., 15-100H, PI name, Form D, 09-01-14, NS). |

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| **4**. **Certification by the Principal Investigator** |
| The PI is ultimately responsible for the translations. By submitting this request, the PI certifies that:   * to the best of his/her knowledge, the translation of the document identified above is accurate, complete, and ready to be used with prospective research subjects. * the PI has information about the credentials of the agency or individuals who provided the translation and verification and which enabled the PI to conclude they were qualified and the translation is trustworthy. This information can be made available to the IRB upon request. |

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| **Signature of person verifying the translation** | | | |
| **Select the type of signature provided:**  *(select only one of the signature options below)* | | **Method of Submission** |
|  | **Option** A. A scanned copy of an original signature | Submit an electronic (PDF) file of the scanned image of this signed form |
|  | **Option** B. Electronic signature applied to this document | Submit an Adobe Acrobat version of this document that has been digitally signed |

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**Original Signature of the person verifying the translation** (*For option A)*

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| 1. Verifier’s SIGNATURE: |  | DATE: |  |  | |
| 1. Verifier’s NAME TYPED: |  | | | |  |

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**Electronic signature** *(For option B)*

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