**Translator Qualifications and Assurances Instruction**

The inability to understand spoken English or read and comprehend documents written in the English language creates a practical barrier for individuals who do not speak English or are blind/visually-impaired to make an informed decision to or actually take part in research. Consistent with Rutgers mission to reflect the diversity of the communities it serves, HSPP provides guidance and toolkit documents to investigators to support their efforts to include diverse populations in research.

**Braille Translations**

For blind/visually-impaired subjects who read Braille, the IRB may approve a consent document [and other study documents to be used in the research by subjects] prepared in Braille. All versions of the research material—English and Braille—must be uploaded to e-IRB, approved by the IRB before their use, and retained in the research file. In addition to translation, a witness to the consent process is required. See HSPP Forms & Templates Special Consent Circumstances ‘Witness and Interpreter Consent Documentation Instruction’ for more information <https://go.rutgers.edu/HSPP-Toolkit>.

**NOTE:** The IRB or the research site where the consent process will take place may require that the Braille translated document(s) be crafted by a particular department within—or a vendor contracted by—researcher or the funder or sponsoring organization. Check with the funder or sponsor site. Additional resources (list of producers of Braille documents) may be found at the American Council of the Blind website <http://www.acb.org>.

**Non-English Language Translations**

For research conducted in languages other than English, the consent document and all research material that the subject views—consents, recruitment materials, surveys/questionnaires, instruments, etc.—must be available in English and translated by a qualified translator in the language the subject/representative understands. The IRB may, under certain circumstances, waive the need for translation of some, or all, documents [See GUIDANCE Non-English-Speaking Subjects at <https://go.rutgers.edu/HSPP-Guidance>.] In addition to translation, an impartial witness to the consent process is required. See HSPP Forms & Templates Special Consent Circumstances ‘Witness and Interpreter Consent Documentation Instruction’ for more information <https://go.rutgers.edu/HSPP-Toolkit>.

A qualified translator is someone who possesses competency in English and a foreign language, such as a certified translator, native speaker, or provides other evidence of dual language fluency, and possesses an appropriate scientific or medical background. A translator may be a member of the research team if they possess the necessary qualifications. A qualified translator may also be an external sponsor which provides a certifiable translation.

All versions of the research material, English and non-English versions must be uploaded to e-IRB, approved by the IRB before their use, and retained in the research file. A qualified translator must assure [or certify] the accuracy of the translations. Individuals who translate the material must provide a brief description of their qualifications, skills or experience for serving in this role and assure the accuracy of the translations. Their signature on the assurance/certification form documents their assurance. The form, **CERTIFICATE of TRANSLATION FORM,** found at <https://go.rutugers.edu/HSPP-Toolkit> must be completed and uploaded to e-IRB.

Some other things to **NOTE** about [Braille and Non-English] Translations:

* Timing of Translation(s): To conserve resources, the IRB recommends investigator(s) first obtain IRB approval for the English version of the document(s) before initiating translations.
* Back Translations: If a study is deemed greater than minimal risk, or is otherwise required by the IRB, a back translation of the translated document(s) (non-English or Braille) must be completed by a qualified person who is independent of the research. Back translations are not required if the original translation is provided by a certified translator.
* Modifications: If the non-English (or Braille) translated documents are submitted to the IRB after initial approval, please submit a research modification form along with the translated material and a copy of the certificate of translation.