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For research conducted in languages other than English, all versions of the research material, English and non-English, must be uploaded to eIRB+, 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 briefly describe their qualifications, skills, or experience for serving in this role and assure the accuracy of the translations. Their signature on this **CERTIFICATE of TRANSLATION FORM** gives evidence of their assurance. The form must be completed and uploaded to e-IRB. For more information about translation requirements, see Translator Qualifications and Assurances Instructions, which can be found at <https://go.rutgers.edu/HSPP-Toolkit>.

**CERTIFICATE OF TRANSLATION FORM**

**Protocol Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Protocol Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed by the Translator and/or Transcription Service:**

**Name of Translator/Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Choose the Applicable Scenario Below:)*

**I confirm that I am a qualified translator**. I, [name], am a certified translator and a native speaker, and I have professional education and training in a foreign language. I am translating AND possess the appropriate scientific or medical background necessary to translate the research documents. I possess competency in English and [*specify language]*. My qualifications are as follows:

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|  | *[Date Signed]* |
|  | Date |

**Braille Transcription Service or Organization Unit** [Service or Unit Name] confirms that it has accurately translated [or back-translated] the below-listed research documents(s). Our Service/Unit has the scientific or medical background necessary to translate the research documents into Braille.

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