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| **Certificate of Translation** |
| For Verifying the Translation of Research Documents |
| All forms must be typewritten, signed, and uploaded to your protocol in Mentor. |

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| **When to use this form:** If research is conducted in a language other than English, submit this form with translated materials to indicate the credentials of the translator. The Certificate of Translation is required to verify that the translations are accurate. Those who translate the material are to provide a brief description of their qualifications, skills, or experience for serving in this role and sign the certificate of translation form. |
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| Please note the following:* + - * For research conducted in languages other than English, the Claremont Graduate University IRB must have all versions of the research material (e.g. consents, recruitment, instruments, etc.) in both English and the language in which research is being conducted.
			* It is acceptable for an investigator listed as research personnel to translate the research material if they are qualified.
			* Researchers may wish to delay the initial translation until after the IRB has reviewed and approved the English versions. Doing so may help researchers avoid multiple translations.
			* If the non-English documents are submitted to the IRB after initial approval, please submit the translated material and a copy of the certificate of translation as an amendment.
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**Section 1. Protocol information**

Principal Investigator:

Protocol Number:

Project Title:

**Section 2. Translator**

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| Translator’s Name:       | Translator’s Qualifications:       |
| Translator Email Address:       |
| Language of translation:       |

**Section 3. Translated documents**

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| Document(s):  | Translation Date(s):  |
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As translator, I,       , declare that I am fluent in, and understand, the English language and the language of translation. The non-English documents for this study are a true and accurate translation of the English documents.

By signing below, I, the translator, agree with this statement.

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Translator Signature Date