



- x Back-Translation: For critical documents like consent forms, consider a back translation process where the translated document is translated back into English by a different translator to ensure accuracy.
- x Culturally Appropriate Language: Translations should be culturally appropriate and use language understandable to the target audience.

IRB Submission Requirements

- x Certification of Translation: MU IRB requires a certification statement. Researchers can use the form, "Certification of Translation," found on the IRB website under Forms, to verify and certify the translation of study documents.
- x IRB Review: Professional translation of research materials can be costly, and it is the responsibility of the researcher to cover these costs. MU IRB recommends holding off on translating any materials into another language until the MU IRB has approved the study based on the English language materials.
- x Who Can Translate: The researcher may choose to contract a professional translation company or a professional translator. Additionally, a member of the research team who is fluent in both languages may be able to certify and attest to the accuracy of the translation of research materials. Note, MU IRB may require someone other than a team member to translate/interpret given the level of risk to human subjects in the study.

Conclusion

Research studies purposefully recruiting subjects who do not speak or understand English must adequately provide informed consent or partake in study activities, all documents that will be presented to them (e.g., consent forms, study information sheets, recruitment materials) must be translated into their primary language. By incorporating translated documents, researchers can ensure informed consent and ethical treatment, to facilitate data collection.