*For Office Use Only:*

Date Received:

**Translation Certification Form**

**Institutional Review Board (IRB)**

|  |
| --- |
| **PROTOCOL TITLE:** |
| **HS NUMBER:** |
| **PRINCIPAL INVESTIGATOR:** |
| **LANGUAGE OF TRANSLATED DOCUMENTS:** |

|  |  |
| --- | --- |
| **TYPE OF SUBMISSION** | |
|  | The initial submission of the following forms (Please list the forms). |
|  | The modification of the following forms that have been approved. (Please list forms) |
|  | Other (Please describe and list forms) |

|  |
| --- |
| **CERTIFICATION OF TRANSLATION** |
| I certify the translation of the following documents: (list here…)       for the referenced project using the following practice(s):  Name of person(s) involved in the translation (roles),  Name and Signature of person(s):       Date:  OR  Name of Agency certifying       Date: |

|  |
| --- |
| **CERTIFICATION OF BEST PRACTICES IN TRANSLATIONS** |
| I certify that I have performed the translations for the referenced documents using referenced best practices  Example References:  Cruchinho, P., López-Franco, M. D., Capelas, M. L., Almeida, S., Bennett, P. M., Miranda da Silva, M., ... & Gaspar, F. (2024). Translation, Cross-Cultural Adaptation, and Validation of Measurement Instruments: A Practical Guideline for Novice Researchers. *Journal of Multidisciplinary Healthcare*, 2701-2728.  Erkut, S. (2010). Developing multiple language versions of instruments for intercultural research. *Child development perspectives*, *4*(1), 19-24.  Metheney, E. A., & Yehle, L. (2024). Exploring Generative AI’s Role in Preparing Surveys for Translation. |