**Translation Certification Letter**

**[Name of Language] Consent Document**

***DIRECTIONS FOR USE OF THIS TEMPLATE:***

* *Replace bracketed items in the document, such as “[Title of translated document]” with the requested information.*
* *Read guidelines for each section, complete as applicable for your project and then delete the template guidelines.*
* *Example text may be used if needed but should not be italicized. Instructions in red font should be replaced or deleted.*
* *The title of the translated document should be the title of the document, not the filename. E.g. “Spanish Short Form Consent Document Template”.*
* *The person certifying the accuracy of the translation must be independent of the study.*
* *When providing certifications for short forms that will be used repeatedly,* ***two*** *versions of the letter must be provided to the IRB: 1) an electronically signed version to be posted publicly on the IRB’s website, and 2) a version physically signed by the translator for the IRB’s records. By providing the certification service, the translator acknowledges that the IRB may distribute an indeterminate number of copies of the physically signed version of the certification to the University’s research community (including affiliates, sponsors, regulators, etc.) upon request. Distributed copies may no longer be protected by IRB confidentiality guidelines.*

[Date]

To Whom it May Concern:

The translated document listed below is an accurate [name of language] interpretation of the English version listed below. Both of these documents are also attached for review.

* **Title of Translated Document**: [Title of translated document, not filename, e.g. “Spanish Short Form Consent Document”]
* **Version Date of Translated Document:** [Version date used by the study team for document tracking; for short form translations, use the IRB template version date from the translated template footer]
* **Version of English Source Document**: [Version date used by the study team for document tracking; for short form translations, use the IRB template version date from the English template footer]

I am a [describe translator’s qualifications, e.g. certified translator, native speaker, etc.], and assure the University of Utah Institutional Review Board that that this translation is accurate to the best of my knowledge.

I also assure the University of Utah IRB that I am acting independently from any principal investigator, and am not affiliated with any active study in any way.

If you have any questions, please contact me using the information below:

[Add translator’s professional contact information]

Sincerely,

Signature Block #1 for electronically signed version to be posted publicly on the IRB’s website:

This is a representation of an electronic record that was signed electronically and this section is the manifestation of the electronic signature.

/s/

[Name of translator]

[Professional title or affiliation of translator]

[Date of certification]

Signature Block #2 for physically signed version to be posted publicly on the IRB’s website:

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Translator’s Name

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Translator’s Professional Title or Affiliation

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Translator’s Signature Date