HRPP Translation Support Service

Request Translation

Review Quote

Financing Project

Project Initiation

Documents Delivered

- Download and complete Form Z
 - A chart of account (COA) must be provided
- Submit completed
 Form Z to the HRPP
 along with study
 documents to be
 translated
 HRPP will confirm
 documents are most
 recently IRB
 approved versions
- HRPP staff will request a <u>free</u> quote to translate documents
- There is <u>no</u> obligation to proceed with this service if a quote is requested

- Quote will be sent for review to study team
- Quote will include:
 - Time to completeFiles to be
 - Total cost & breakdown

translated

- Company will charge as follows:
 - Word never translated = highest rate
 - Word translated (different context) = middle rate
 - Words translated (exact context) = lowest rate
- All projects require formatting charge

- If the quote is approved, HRPP staff will manage all financial processes to initiate project
- Funds to cover the project will be pulled (immediately) from the COA provided
- HRPP staff will inform company project may proceed
- HRPP will relay requests for clarification or questions from the company
- HRPP staff will send translated documents and certificate to study team
- Study team will submit a modification including documents and certificate for HRPP approval
 - Modifications
 including only
 translated documents
 may be
 administratively
 reviewed
- Invoices will be directed to the HRPP and a journal will be processed against the COA listed on Form Z