## **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 complete
  - Files to be translated
  - Total cost & breakdown
- 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
- Projects will not begin until the funds have been transferred into the HRPP account

- HRPP staff will inform company project may initiate after PO has been issued
- 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 paid using funds pulled before project initiation