**Requirements for Ensuring Compliance with the Short Form Consent Process**

**For Non-English Speakers**

If your study targets a particular non-English speaking population, or if you expect to enroll more than 2 people of a specific non-English speaking population, you may be required to translate consent documents into that particular language. Please review the [IRB Policies and Procedures](http://www.irb.emory.edu/documents/PoliciesAndProcedures.pdf) for information regarding the translation policy.

Use of a short form is allowed when:

1. The Study Population page in eIRB includes “Subjects who are not able to clearly understand English”;
2. An Emory-provided short form is used or the IRB has approved a research team-provided short form;
3. Use is not expressly prohibited by the IRB; and
4. The study sponsor allows use of a short form.

If any of the above conditions are not met, an amendment requesting permission must be submitted and approved by the IRB prior to using a short form.

**Procedures for Using a Short Form:**

* No more than 2 short forms of the same language should be used for enrollment in a 12 month period. Any additional uses require consultation with the Emory IRB office.
* The **person obtaining consent** should ensure that contact information is noted on the short form in the blanks provided, with a name on the first line and phone number on the second line.
* A **translator** must read the English consent form and verbally translate the information to the subject or the subject’s legally authorized representative (LAR). If the subject is a child six years or older, the approved assent documents should also be verbally translated. The consent process must be witnessed by someone who is fluent in both English and the subject’s language. The **translator** may serve as the **witness** unless he or she is a member of the study team.
* A **witness,** who may also be the **translator** but cannot be affiliated with the study, must sign both the short form consent and the English consent (signing anywhere on the English consent signature page is acceptable).
	+ Studies with optional consent items: The **translator** must write a comment on the last page of the short form to indicate that the **subject** made specific choices. The **translator** should indicate the **subject’s** choices on the English consent form and include the **translator’s** initials beside each choice.
* The study **subject** or LAR must sign the short form consent (not the English version). If an LAR provides consent, it should be recorded as a note in the **subject’s** research record. If enrolling a child, the assent form is verbally translated but the child does not sign any documents.
* The **person obtaining consent** must sign the English version of the IRB-approved consent form.
* The study **subject,** or LAR, must receive copies of the following:
	+ The short form consent signed by the subject and the witness
	+ The IRB-approved English consent signed by the witness and person obtaining consent
* The original signed and dated IRB-approved English consent form should be filed *with* the original signed and dated short form consent in the **subject’s** research record.

**Emory** विश्वविद्यालय

शोधमाभागलिनसहमति

तपाईंलाई शोध अध्ययनमा भाग लिन आग्रह गरिएको छ ।

तपाईं सहमत हुनु अघि, शोधकर्ताले तपाईंलाई निम्न कुराहरू बताउनुपर्छ (i) उद्देश्यहरू, प्रक्रियाहरू, र शोधको अवधि; (ii) प्रयोगात्मक भएका कुनै पनि प्रक्रियाहरू; (iii) कुनै उचित अपेक्षित जोखिम, असफलता, र शोधका लाभहरू; (iv) कुनै सम्भावित लाभदायक वैकल्पिक प्रक्रियाहरू वा उपचारहरू; र (v) गोपनीयता कसरी कायम राखिनेछ ।

लागू हुने भएमा, शोधकर्ताले तपाईंलाई निम्नको बारेमा बताउनुपर्नेछ (i) यदि चोटपटक लागेमा उपलब्ध कुनै क्षतिपूर्ति वा मेडिकल उपचार; (ii) अप्रत्याशित जोखिमहरूको सम्भावना; (iii) शोधकर्ताले तपाईंको सहभागिता रोक्न सक्ने परिस्थितिहरू; (iv) तपाईंलाई थपिएको कुनै लागत; (v) तपाईंले सहभागीता रोक्ने निर्णय गरेमा के हुन्छ; (vi) तपाईंको सहभागिता गर्ने इच्छालाई असर गर्न सक्ने नयाँ निष्कर्षहरूको बारेमा तपाईंलाई कहिले भनिन्छ; र (vii) अध्ययनमा कतिजना मानिसहरू हुनेछन्।

यदि तपाईं सहभागी हुनको लागि सहमत हुनुहुन्छ भने, तपाईंलाई यो कागजातको हस्ताक्षर गरिएको प्रतिलिपि र शोधको लिखित सारांश दिइनेछ ।

तपाईंलाई शोधको बारेमा प्रश्नहरू भएमा तपाईंले कुनै पनि बेला \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ मा \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ लाई कुनै सम्पर्क गर्न सक्नुहुन्छ ।

यदि तपाईंसँग शोधको विषयको रूपमा आफ्नो अधिकारहरूको बारेमा वा तपाईं घाइते हुनुभएमा के गर्ने भन्ने बारेमा प्रश्नहरू भएमा तपाईंले Emory विश्वविद्यालय IRB लाई 404-712-0720 मा सम्पर्क गर्न सक्नुहुन्छ ।

यस शोधमा तपाईंको सहभागिता स्वैच्छिक हो, र यदि तपाईंले सहभागी हुन अस्वीकार गर्नुभयो वा रोक्ने निर्णय गर्नुभयो भने तपाईंलाई जरिवाना गरिने छैन वा सुविधाहरू कटौती गरिने छैन ।

यो कागजातमा हस्ताक्षर गर्नुको अर्थ, तपाईंलाई मौखिक रूपमा माथिको जानकारी सहित शोध अध्ययनको व्याख्या गरिएको छ, र तपाईं स्वेच्छाले सहभागी हुन सहमत हुनुहुन्छ भन्ने हो ।

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सहभागीको हस्ताक्षर मिति

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साक्षीको हस्ताक्षर मिति