**Translation Process Map for IRIS Ethics Applications Submitted through the Clinical Research Registration Form (CRRF)**

**Process for documents translated PRIOR TO REB approval**

**Process for documents translated AFTER REB approval**

**\*** A fee applies for all translations and   
re-translations conducted by OHRI French Translation Services.

**Translated documents approved in separate approval letter.**   
Once available, the approval letter for French documents is uploaded into the ‘Translated Documents’ tab of the CRRF  
and an automated email is issued to the Principal Investigator and applicable study team members

Applicant uploads English documents into applicable sections of the application

REB sends English documents to OHRI French Translation Services for translation

Translator uploads translated documents and translation certificate into ‘Translated Documents’ tab

**Prior to day 40 REB approval:**  
Applicant uploads translated documents into ‘Translated Documents’ tab  
*\*if not uploaded within 40 days, English document auto sends to OHRI French Translation Services for translation and a fee will apply*

**Prior to day 90 of REB approval:**  
 Applicant uploads translated documents and translation certificate(s) into ‘Translated Documents’ tab

In the ‘Translation’ button of each individual document, applicant indicates who will be conducting the translation:

OHRI French Translation Services\*

Principal Investigator/ Study Team

Sponsor/Third Party or   
UOHI French Translation Services or   
N/A – Validated Survey

When processing initial ethics approval letter, REB marks applicable English documents as “Pending Translation”

REB sends English and translated documents to OHRI French Translation Services for quality verification

Translation Accepted

Re-translations Required \*

In ‘Translated Documents’ tab, Translator uploads:

* Verification acceptance certificate

In ‘Translated Documents’ tab, Translator uploads:

* Verification rejection certificate
* Annotated and revised translated documents
* Translation certificate

Sponsor/Third Party or   
UOHI French Translation Services

Applicant uploads English documents into applicable sections of the application

*If available, translated documents may also be uploaded at this time; however,   
note that revisions may be required which will result in additional translations*

REB determines English documents are ready for approval and can be sent for translation

Applicant uploads final translated documents and translation certificate(s) into applicable sections of application

**English and translated documents approved in initial ethics approval letter.**   
  
Once available, the initial ethics approval letter is uploaded into the ‘Response’ tab of the CRRF   
and an automated email is issued to the Principal Investigator and applicable study team members

Applicant uploads final translated documents into applicable sections of application

Using the ‘Translation’ button, applicant indicates who will be conducting the translation of each individual document:

Translator uploads translated documents and translation certificate into applicable sections of application

OHRI French Translation Services\*

Principal Investigator/ Study Team

REB sends English documents to OHRI French Translation Services for translation

REB sends English and translated documents to OHRI French Translation Services for quality verification

Translation Accepted

Re-Translations Required \*

In applicable sections of application, Translator uploads:

* Verification acceptance certificate

In applicable sections of application, Translator uploads:

* Verification rejection certificate
* Annotated and revised translated documents
* Translation certificate

If English documents require revisions, annotated copies will be provided to the applicant.