

# Breaking News

OHSN-REB

## New Process for Translated Documents

**Date: February 13<sup>th</sup>, 2020**

### Why implement a new Process?

- To uphold the TCPS2 principle of respect for the person, patient participants should be able to read documents in the language of their choice.
- To reduce turnaround times and ensure documents are appropriately submitted for translation.

### Local OHSN-REB Initial Applications

- For every English document that is uploaded into the CRRF, the applicant will now need to select the applicable translation stream via the new **Translation** button (i.e., Third Party/Sponsor, OHRI French Translation Services, Heart Institute French Translation Services, Investigator).
  - If OHRI French Translation Services is conducting the translation, the REB Office will now route the approved English documents to Eric and the translated documents will be available to you in the “Translated Document” tab of the ethics application.
  - If the PI/Study Team is conducting the translation, the REB Office will now route the English and corresponding translated document to OHRI French Translation Services to verify the accuracy of the translation.  
*If the documents require re-translation, OHRI French Translation Services will conduct the translation and a fee shall be administered for the service.*  
All translations must be uploaded into the “Translated Documents” tab of the ethics application within 40 days of REB approval.

### Registration Applications (i.e., CTO Stream, OCREB, CHEO REB)

- The translation certificates for all translated documents and Board of Record (BOR) approval letter must be uploaded in the “Translation” tab of the ethics registration.
  - If OHRI French Translation Services is conducting the translation, the BOR approved English document must be uploaded into the Translation tab of the CRRF immediately following BOR approval of the English document. Upon upload, the document will automatically be sent to OHRI French Translation Services.
  - If the PI/Study Team is conducting the translation, the BOR approved English and translated document must be uploaded into the Translation tab of the CRRF within 40 days of BOR approval. Upon submission, the documents will automatically be sent to OHRI French Translation Services to verify the accuracy of the translation.  
*If the documents require re-translation, OHRI French Translation Services will conduct the translation and a fee shall be administered for the service.*

### For all Initial Ethics and Registration Applications

- If the translation tab of the CRRF is not fully complete within 90 days of REB approval, a meeting with the REB Chair may be requested.

**Please review the OHSN-REB Addendum to N2 CAREB SOP 701 - Informed Consent Form Requirements and Documentation and the Applicant User Guide for more information.**

### Training Session

- **Monday February 24<sup>th</sup>, 2020 at 11:00 a.m. to 12:30 p.m.** at the General Campus CCW 5225 and video conferenced to the Civic Campus, Loeb Conference Room #3
- For any questions, please contact Keri Ducharme at [kducharme@ohri.ca](mailto:kducharme@ohri.ca) or Amy Geertsma at [ageertsma@ohri.ca](mailto:ageertsma@ohri.ca)