

CHECKLIST FOR USING THE “SHORT FORM” METHOD OF CONSENT FOR NON-ENGLISH SPEAKING RESEARCH PARTICIPANTS

INSTRUCTIONS:

- Use this checklist to assure compliance with OHRPP, FDA and UCLA IRB requirements for using the short form method for consent for non-English speaking research participants.
- The principal investigator should, but is not required to, keep a copy of this completed form with the research subject records.
- The OHRPP (both the IRB and the QIU) will use this form in reviewing any uses of the short form.
- For additional information see [OHRPP Guidance and Procedure: Research Involving Non-English Speaking Research Participants](#).

YES	NO	CHECK YES OR NO FOR EACH ITEM
		A COPY OF ONE OF THE UCLA RESEARCH PARTICIPANTS BILL OF RIGHTS WILL BE USED. IF YES, IDENTIFY THE LANGUAGE: _____
		THE ENGLISH VERSION OF THE UCLA RESEARCH PARTICIPANTS BILL OF RIGHTS WILL BE TRANSLATED. IF YES, IDENTIFY THE LANGUAGE IT WILL BE TRANSLATED INTO: _____
		THE STATEMENT “THE ELEMENTS OF CONSENT FROM THE CONSENT FORM WERE PRESENTED ORALLY” HAS BEEN INCLUDED ON THE BILL OF RIGHTS.
		THE INTERPRETER/WITNESS (WHO MAY BE ONE IN THE SAME) SIGNED AND DATED THE CONSENT FORM ON THE SIGNATURE LINE IN THE CONSENT FORM.
		THE PERSON OBTAINING CONSENT SIGNED AND DATED THE CONSENT FORM ON THE SIGNATURE LINE IN THE CONSENT FORM.
		THE SUBJECT (OR LEGALLY AUTHORIZED REPRESENTATIVE—ONLY IF USE OF A LEGALLY AUTHORIZED REPRESENTATIVE HAS PREVIOUSLY BEEN APPROVED IN THE WEBIRB APPLICATION) HAS SIGNED THE TRANSLATED UCLA RESEARCH PARTICIPANTS BILL OF RIGHTS ABOVE THE SIGNATURE LINE ADDED TO THE FORM.
		THE INTERPRETER/WITNESS (WHO MAY BE ONE IN THE SAME) HAS SIGNED THE TRANSLATED UCLA RESEARCH PARTICIPANTS BILL OF RIGHTS ABOVE THE SIGNATURE LINE ADDED TO THE FORM.
		AN INCIDENT REPORT DESCRIBING THE USE OF THE SHORT FORM METHOD HAS BEEN SUBMITTED USING THE POST APPROVAL EVENT REPORTING MECHANISM IN WEBIRB.
		THE CONTINUING REVIEW WEB IRB APPLICATION HAS INDICATED THAT THIS USE OF THE SHORT FORM OCCURRED AND EXPLAINED WHY.