UCLA Research Administration
Human Research Protection Program

For additional information see OHRPP Guidance and Procedure: Research Involving Non-English Speaking Research Participants

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

IRB#:_____ The **language** of the consent conference:_____ **Date** of short form consent conference: _____

YES	NO	CHECK YES, NO, OR N/A FOR EACH ITEM
		The UCLA Research Participants Bill of Rights was used to enroll the potential participant *(Note, this is required for the short form process, whether or not the research meets the definition of "Medical Experiment" in California).*
		The statement "The elements of consent from the consent form were presented orally." was added to the Bill of Rights document.
		Signature lines were added to the Bill of Rights document for use of the witness: _____ Name of Witness _____ _____ Signature of Witness Date
		Signature lines were added to the Bill of Rights document for use of the person obtaining consent: _____ Name of Person obtaining consent _____ _____ Signature of Person obtaining consent Date
		Signature lines were added to the Bill of Rights document for use of the participant, Parent/Legal Guardian, or LAR (*modify to reflect specific circumstances*): _____ Name of Participant, Parent/Legal Guardian, or Legally Authorized Representative _____ _____ Signature of Participant, Parent/Legal Guardian, or Legally Authorized Representative Date
		The Witness printed their name, signed their name, and dated their signature.
		The Person Obtaining Consent printed their name, signed their name and dated their signature.
		The Participant (the *adult with the decision-making capacity to consent for themselves)*, Parent/Legal Guardian (*for a minor participant*), or LAR (*for an adult participant with impaired decision-making capacity*) printed their name, signed their name, and dated their signature.
		An amendment has been submitted within 30 days of use of the short form process to: 1) Provide the IRB with the information that the short form process was used and in what language 2) Provide a full consent document translated into the language used in the short form consent conference 3) Provide a description of the plan (including timing) to provide the full translated form to the participant (or parent/legal guardian or LAR) that was enrolled with the short form process once the translated document is approved by the IRB
		This use of the short form process will be reported at next continuing review.

Note:

1) *If using a surrogate consenter (LAR **without** a court order granting authority to enroll the potential participant in research), the self-certification of surrogate decision makers form must be completed.*
2) *If consenting with **any** type of LAR (court appointed or self-certified surrogate), the IRB must have approved the enrollment of adults with impaired decision-making **prior to that enrollment**.*
3) *If consenting with a parent/legal guardian of a minor, the IRB must have approved the enrollment of minors **prior to that enrollment**.*