**Translation Process Map for Registration Applications (CTO, OCREB, CHEO)**

**Submitted through the Clinical Research Registration Form (CRRF)**

Uploaded documents are automatically sent to OHRI French Translation Services for translation\*\*

Applicant submits translated documents accompanied by certificate of translation to BOR for approval

Automated email sent to Principal Investigator and applicable study team members once translated documents are available

Automated email sent to Principal Investigator and applicable study team members once verification/  
re-translation is complete

Applicant submits translated documents accompanied by certificate of verification or translation to BOR for approval

Applicant uploads English documents into REB application (in CTO Stream, Romeo for CHEO REB, etc.)

*If available, translated documents may also be uploaded at this time, along with translation certificate(s);   
however, note that the Board of Record may request changes, resulting in the need for additional translations.*

**Prior to day 40 of BOR Approval:**   
Applicant uploads BOR approved English and non-BOR approved translated documents into ‘Translation’ tab of CRRF

Board of Record (BOR) Approval

Translator uploads translated documents and translation certificate into ‘Translation’ tab of CRRF

**Immediately upon receipt of BOR Approval:**   
Applicant uploads BOR approved English documents into ‘Translation’ tab of CRRF

Translation Accepted

Re-Translations Required\*

In ‘Translation’ tab, Translator uploads:

* Verification acceptance certificate

In ‘Translation’ tab, Translator uploads:

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

Uploaded documents are automatically sent to OHRI French Translation Services for quality verification\*\*

Principal Investigator/ Study Team   
(Note, for CTO Stream, only Centre documents can be translated by PI/Study Team; Provincial documents must be translated by a certified translator)

OHRI French Translation Services\*

**Translation options when submitting a Registration Application through the CRRF**

Sponsor/Third Party or   
UOHI French Translation Services

**Prior to day 90 of BOR Approval:**   
In ‘Translation’ tab of CRRF,applicant uploads the BOR approval letter(s) and translation certificate(s) for all translated documents

**Upon review and acceptance of the translated documents, the ‘Translation’ tab of the CRRF will be marked “complete” by the OHSN-REB   
and an automated email will be sent to the Principal Investigator and applicable study team members**

*\** A fee applies for all translations and re-translations conducted by OHRI French Translation Services. The invoice will be issued once all translations and verifications are complete. The invoice fee will be automatically deducted from the Investigator’s cost center.

*\*\** It is the Investigator’s responsibility to ensure the appropriate documents are uploaded as they will be automatically sent to OHRI French Translation Services for verification of quality or translation upon upload into the CRRF.