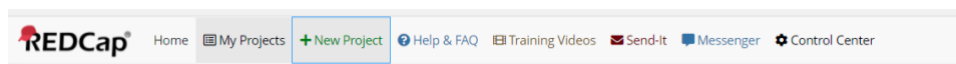


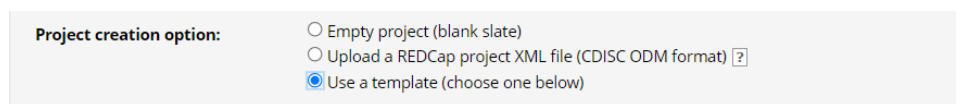
# Using Foreign Language Short Form Templates in REDCap

Commonly used Short Forms are now available as template projects on the CHOP REDCap instance. This document describes how to use these REDCap short form consent template projects. For general information on the short form consent process, please visit the [IRB Short Form Consent site](#).

- From the REDCap home screen, start a New Project:



- On the new project screen, select “Use a template”

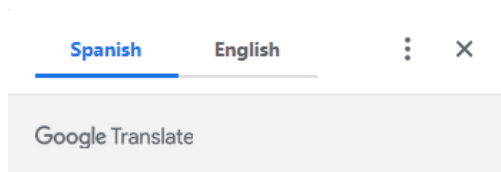


This will allow you to choose from the template options.

- You’ll see four short form consent options for each language – pre- and post-2018 Common Rule, and with and without FDA language.

<input type="radio"/>	2. Spanish Short Form Consent (no FDA language), 2018 Common Rule	2018 Common Rule short form consent in Spanish (no FDA language). Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled for... <a href="#">Show more</a>
<input type="radio"/>	3. Spanish Short Form Consent + FDA, 2018 Common Rule	2018 Common Rule short form consent in Spanish with FDA language. Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled for... <a href="#">Show more</a>
<input type="radio"/>	4. Spanish Short Form Consent (no FDA language), pre-2018 Common Rule	Pre-2018 Common Rule short form consent in Spanish (no FDA language). Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled... <a href="#">Show more</a>
<input type="radio"/>	5. Spanish Short Form Consent + FDA, pre-2018 Common Rule	Pre-2018 Common Rule short form consent in Spanish with FDA language. Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled... <a href="#">Show more</a>

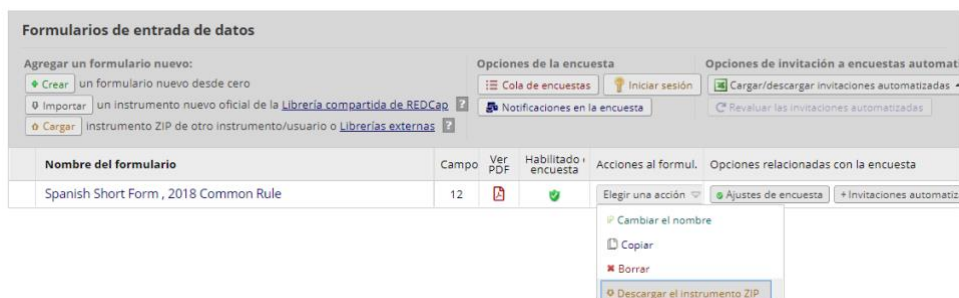
- Choose the form you need for your project and select Create Project. This will open a new project containing only the short form that you selected. When available, the project itself will also be translated into the language of interest.
- If you’re having trouble navigating the project in the translated language, be sure to open in Google Chrome and you’ll get the option to translate the pages:



# Using Foreign Language Short Form Templates in REDCap

From here, you can either:

- use the new project you've created, or
- if you have an existing project into which you'd like to move the short form, you can download it as a zip file from your newly-created project, and then upload it into your own project.



On the short form, you'll need to add your study title and contact information:

Variable: sf\_spanish

**Título del protocolo:** [add study title here]

**Investigador principal:** [add Principal Investigator name here] **Telephone:** [add Principal Investigator phone number here]

**Contacto de emergencia:** [add emergency contact name here] **Telephone:** [add emergency contact phone number here]

You'll also create your **study summary document** in English, including all the necessary name/signature/date fields, within the same REDCap project as your foreign-language short form(s).

## **Sending to Witness/Interpreter for signature**

If you're using Language Services Associates (LSA) to obtain consent remotely, you'll likely need to separate the Witness/Interpreter signature fields onto their own instrument, which you can then send directly to the Interpreter with the e-consent framework enabled.

## **Need more help?**

For assistance using the REDCap short form templates, contact the REDCap team at [redcap@chop.edu](mailto:redcap@chop.edu).

For questions related to your particular study requirements, contact the IRB.