

Interpreter Services for Research

Emergency telephone calls or visits:

Interpreter services for all emergency telephone calls and visits will be handled as clinical calls and interpreter services will be provided at the time of the event regardless of whether the patient is a clinical patient or enrolled in a research protocol. At no time will emergency telephone calls be turned away from translation services based on the caller's participation in clinical research.

Face to Face Translation:

Face to Face (in person) translation services are available at a cost of \$35 per hour with a 2 hour minimum.

To set up an appointment, contact the interpreter services scheduling line at x65547.

For questions or if there are complex situations (such as visits that are a mix of clinical care and research), contact Yingshu Osborne at x66102 or yosborne@tuftsmedicalcenter.

Telephone Translation:

Telephone translation is available 7 days a week, 24 hours a day.

The charge is \$.80 per minute of telephone time.

Contact Yingshu Osborne at x66102 or yosborne@tuftsmedicalcenter in advance to set up an account for the study.

A purchase order with a pre-arranged dollar amount will be created.

Document Translation:

Document translation is available for consent forms, or other documents, utilizing an outside medical translations vendor.

Charges will be dependent on the length of the document to be translated. A quote can be given in advance.

If you need document translation services contact Tin Wu at x65547 or twu1@tuftsmedicalcenter.org.

All translated documents must be submitted to the IRB for review. For more information regarding this and what is required for the submission, see the IRB operations manual, sections 5.1.6, 5.1.7, 5.2, 5.2.1. (http://tnemcirb.tufts.edu/downloads/Ops_Manual_010709.pdf)

Additional information

Additional information about interpreter services is available at their website:

<http://intranet.nemc.org/nminterpret/>

Budgeting

Research projects that will utilize interpreter services must include appropriate funding as part of grant application or contract negotiations. These expenses are part of direct costs and are not covered by the indirect cost rate. Reimbursement for interpreter services may be handled either as a one-time line item, or as an invoiceable fee. If you would like additional information please contact your research administrator or Douglas Reichgott (x65609), dreichgott@tuftsmedicalcenter.org)