

TRANSLATION PROTOCOL*Title of the translated instrument*

Month(s) and year

1. Preparation

Guarantor of the translation	
Name and function	
Institution	
Contact details	

The translated instrument	
Title	
Version	
Published	
Author	

Translation aim(s), procedure(s) and evaluation method(s)	
Translation aim(s)	
Translation procedure(s)	
Evaluation method(s)	
Qualitative method(s)	
Quantitative method(s)	

Permission(s)	
Date (permission obtained)	
Document attesting to the permission	

Translators: Aim(s) to be achieved, and criteria for the selection of translators			
e.g. Translator 1	to translate the instrument from the original language (text) to the target language (version 1)		
e.g. Translator 2	to translate the instrument from the original language to the target language (version 2)		
e.g. Translator 3	To translate the reconciled version (version 3) back into the original language (text xx/v1)		
Role	Status	Requirements	Name
Forward translation (translation into the target language)			
Translator 1	Linguistic expert		
Translator 2	Health-care expert		
Back translation (translation from the target language back to the original language)			
Translator 3			

The number of translators can vary according to the overall translation aim(s) / procedure(s)

Expert panels: Aim(s) to be achieved, and criteria for the composition of expert panel(s) and for the selection of their individual members			
Panel #	Aim(s)		
e.g. Panel 1	e.g. Evaluation of the preliminary translations (version 1 and version 2)		
e.g. Panel 2	e.g. Reconciliation of the preliminary translations (version 3)		
e.g. Panel 3	e.g. Harmonization of the preliminary translation (version 4)		
Member #	Status	Criteria (requirements)	Name
Panel 1			
Panel 2			
Panel 3			

Aim(s) to be achieved by each expert panel can be adjusted according to the overall translation aim(s) / procedure(s)

Instrument testing aim(s), procedure(s) and evaluation method(s)	
Instrument testing aim(s)	
Instrument testing procedure(s)	
Evaluation method(s)	
Qualitative method(s)	
Quantitative method(s)	

Expert panel(s): Aim(s) to be achieved, and criteria for the composition of expert panel(s) and for the selection of their individual members			
Panel #	Aim(s)		
e.g. Panel 4	e.g. Finalization of the translated version		
Member #	Status	Criteria (requirements)	Name
Panel 4			

Aim(s) to be achieved by each expert panel can be adjusted according to the overall instrument testing aim(s) / procedure(s)

Instrument users: Aim(s) to be achieved, and criteria for the selection of instrument users			
Group	Aim(s)		
e.g. Group 1	e.g. To provide information concerning their understanding of the instrument (cognitive debriefing)		
Member #	Status	Criteria (requirements)	Notes
Group 1			

Aim(s) to be achieved by each group of instrument users can be adjusted according to the overall instrument testing aim(s) / procedure(s)

Date

Guarantor of the translation
Name & Title

Signature

2. The translation, the results, and their evaluation

Course of the translation, the results, and their evaluation	
Version 1	Version 1 is in Appendix #
Evaluation - qualitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Evaluation - quantitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Version 2	Version 2 is in Appendix #
Evaluation - qualitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Evaluation - quantitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Version 3 (Reconciled)	Version 3 is in Appendix #
Evaluation - qualitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Evaluation - quantitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Version 4 (Harmonized)	Version 4 is in Appendix #
Evaluation - qualitative method(s)	
The report containing the results and their evaluation are in Appendix #	
Evaluation - quantitative method(s)	
The report containing the results and their evaluation are in Appendix #	

The number of versions can vary according to the overall translation aim(s) / procedure(s)

Author's approval	
Date (approval obtained)	
Document attesting to the approval	

3. Instrument testing, the results, and their evaluation

Course of instrument testing, the results, and their evaluation

Testing - qualitative method(s)	
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The report containing the results and their evaluation are in Appendix #	
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Testing - quantitative method(s)	
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The report containing the results and their evaluation are in Appendix #	
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Course of instrument adjustment based on the testing results (= pre-final version)

Pre-final version

Pre-final version is in Appendix #	
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The instrument is adjusted if needed based on the testing results.

Author's approval

Course of instrument adjustment based on the author's feedback (= final version)	
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Date (approval obtained)	
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Document attesting to the approval	
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The instrument is adjusted if needed based on the author's feedback.

4. Evaluation of the translation

Evaluation of the overall translation aim(s)

Date

Guarantor of the translation
Name & Title

Signature