

May 15, 2018

**GROUP CHAIR'S OFFICE**

**Charles D. Blanke, MD**  
**CHAIR**

3181 SW Sam Jackson Pk Rd  
MC: L586  
Portland, OR 97239

503-494-5586  
503-346-8038 FAX

**TO:** ALL SWOG MEMBERS

**FROM:** SWOG Operations Office (e-mail: [protocols@swog.org](mailto:protocols@swog.org))

**RE:** Availability of Translated Short Form Consents

**OPERATIONS OFFICE**

4201 Medical Dr  
Suite 250  
San Antonio, TX 78229

210-614-8808  
210-614-0006 FAX

**STATISTICAL CENTER**

1730 Minor Ave  
Suite 1900  
Seattle, WA 98101

206-652-2267  
206-342-1616 FAX

1100 Fairview Ave North  
M3-C102  
PO Box 19024  
Seattle, WA 98109

206-667-4623  
206-667-4408 FAX

**IRB Review Requirements**  
(√) No review required

---

**MEMORANDUM**

The purpose of this memorandum is to inform sites of the availability of Translated Short Form Consents on the CTSU website. The Short Form Consents are available in 12 languages, including English.

Sites utilizing CIRB as their IRB of record may use the Translated Short Form Consents when the following requirements are met:

- There is no eligibility restriction for the protocol based on language.
- The Signatory Institution has a policy for use of Short Form consents that has been reported to the CIRB as part of either the (Annual) Signatory Institution Worksheet or the (Annual) Principal Investigators Worksheet. For guidance on creating a Short Form policy, see the Quickguide available on the CIRB Website.

Sites not utilizing CIRB as their IRB of record should refer to local IRB requirements for use of Translated Short Form Consents.

This memorandum serves to notify the SWOG Statistics and Data Management Center.