**Orthotic Patient-Reported Outcomes – Mobility (OPRO-M™)
Translation Requests**

The OPRO-M™ developers support international efforts to study important health outcomes like orthotic mobility. To aid these efforts, we invite high-quality translations of OPRO-M™ instruments (item banks and short forms) and the OPRO-M™ User Guide. In order to ensure integrity of instrument translations and avoid parallel translation efforts, translations may only be undertaken with our permission.

We support approved translation efforts by providing access to the OPRO-M™ translation guide and translation record. We will also provide review and feedback on the translation (and translation documentation) and assist with preparing translated materials for release on the OPRO-M™ website.

To request permission to translate OPRO-M™ instruments, please review the information below, complete the Translation Request Form, and email the completed form to info@opro-m.org.

Materials to be translated

Translation requests may include the OPRO-M™ item bank, short forms, and/or user guide. We recommend that all applications include translation of the OPRO-M™ item bank. Translation of the entire item bank allows for development of custom short forms and administration by computerized adaptive testing (CAT) without requiring additional translation effort. Requests to translate short forms only may be considered with appropriate justification. Translation of the OPRO-M™ User Guide is recommended in situations where instrument administrators may not speak English. If administrators are fluent in English, translation of the OPRO-M™ User Guide may not be necessary.

Translation methodology

Translation requests should also indicate the steps that will be used to translate the item bank or short forms. Requests should indicate whether a formal or informal translation process is to be applied, and subsequently note which steps are to be included in the process.

A **formal translation** process should follow established guidelines1 for patient-reported outcome (PRO) instrument translation and include at a minimum: forward translations of instructions, items, and response options by independent translators; reconciliation of the forward translations; back-translation to English; review by the developers; review by bilingual experts; and cognitive testing of the translated instruments.

In cases where a rigorous translation methodology is not feasible, an **informal translation** may be considered with appropriate justification. Informal translations will require the forward translation be performed by at least one bilingual researcher, clinician, or other health care provider who has experience in the field of orthotics. The informal translation will also need to be reviewed and verified by at least one other bilingual speaker.

Timeline

Translation requests should indicate an anticipated start and end date for the proposed translation process. To avoid duplication of efforts, we generally grant exclusive permission for each translation for a period of up to 12 months. In cases where an approved translation is an **informal translation**, we reserve the right to approve a **formal translation** effort in the same language. Any changes to the proposed translation schedule should be communicated to the developers via email at info@opro-m.org. We reserve the right to withdraw permission for the translation if efforts fall behind schedule.

**OPRO-M™ Translation Request Form**

Materials to be translated

*Please indicate which OPRO-M™ materials you wish to translate:*

[ ]  OPRO-M™ Version 1 full item bank (recommended; 39 items)

[ ]  OPRO-M™ Version 1 20-item and 12-item short forms

[ ]  OPRO-M™ User Guide\* (recommended when survey administrators may not speak English)
*\* An informal translation of the OPRO-M™ User Guide is generally acceptable.*

Translation methodology

*Please indicate which method you will use to translate the OPRO-M™ item bank and/or short forms.*

[ ]  **Formal translation**

*Which of the formal translation steps do you intend to complete:*

[ ]  At least two independent forward translations to the target language (required)

[ ]  Reconciliation of available forward translations (required)

[ ]  At least one back-translation from the target language to English (required)

[ ]  Developer review of the back-translation (required)

[ ]  At least three independent reviews from experts in the field of orthotics (required)

[ ]  Developer review of the final translation and translation record (required)

[ ]  Linguistic validation, requiring at least 20 participants (recommended)

[ ]  Reliability testing, requiring at least 50 participants (optional)

[ ]  Construct/criterion validity testing at least 50 participants (optional)

[ ]  Other psychometric testing, requiring at least 200 participants (optional)

[ ]  (other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Informal translation**

*Which of the informal translation steps do you intend to complete:*

[ ]  At least one independent forward translation to the target language (required)

[ ]  At least one independent review of the forward translation (required)

[ ]  Developer review of the final translation and translation record (required)

[ ]  (other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeline

*Please indicate your timeline for performing the translation effort:*

Expected start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_ (year)

Expected end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_ (year)

Personnel

*Please indicate the names and credentials of all personnel who are expected to be involved in the translation effort. Revise roles in the table below or add rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name**  | **Credentials** *(e.g., MS, PhD, MD)* |
| Translation coordinator |  |  |
| Forward translator |  |  |
| Backward translator |  |  |
| Expert reviewer 1 |  |  |
| Expert reviewer 2 |  |  |
| Expert reviewer 3 |  |  |
| Cognitive interviewer 1 |  |  |
| Cognitive interviewer 2 |  |  |

Comments

*Please provide any additional details about your request. For example, please provide justification if you wish to perform an informal translation or wish to only translate short forms (instead of the entire item bank).Expand the box below as needed.*

|  |
| --- |
|  |

Terms of Agreement

*Please read the following terms and sign below to indicate your agreement.*

* Translators agree to adhere to the translation process indicated above and consult with OPRO-M™ developers prior to deviating from the approved process.
* Translators agree to document all translations and revisions using the provided translation record. A copy of the record will be shared with the developers upon conclusion of the translation effort.
* Translators agree to meet with OPRO-M™ developers at key stages of the development process. For a **formal translation**, these include: review of back-translation, review of expert feedback, and review of feedback from cognitive interviews. For **informal translations**, only a final review is required.
* Translators agree to use the provided OPRO-M™ resources only for the purpose of translating the instrument and share the information only with those directly involved in the translation process.
* Translators agree to provide the OPRO-M™ developers and other users with unlimited and royalty-free access to translated instruments and materials. All translations will be posted to the OPRO-M™ website.

*Please indicate that you have read and understand the terms of agreement by signing below.* *Failure to comply with any of the terms listed above will result in termination of the agreement and forfeit of approval to translate OPRO-M™ to the target language.*

***Translation coordinator:***

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Signature Printed name Title

***Advisor*** *(if translation coordinator is a student or trainee)*:

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Signature Printed name Title