

Sponsored Projects Foreign Documents Procedure

Sponsored Projects Administration requires an official English translation of all foreign documents before the document will be reviewed, processed, or signed.

The responsibility for obtaining an official English translation resides with the PI. A translation is acceptable if it comes from the awarding agency or from one of the pre-approved professional translation services below. Unofficial translations by unverified parties are not acceptable.

The PI should first request an English translation from the awarding agency. If the awarding agency declines to provide an official translation, the PI may then procure a translation from one of the pre-approved professional translation services which specialize in scientific and legal terminology. The cost of the professional translation is the responsibility of the PI or the PI's department. If funding is not available from start-up or other discretionary funds, the PI may request a review by the Vice President for Administration and Finance and the Vice President for Research, who will consider requests on a case-by-case basis.

Professional translations take three to five business days, depending on the size of the document. Translations from the awarding agency may take longer. PIs are encouraged to plan accordingly.

This procedure applies to all sponsored research documents, including but not limited to solicitations, letters of intent, proposals, scopes of work, NDAs, MOUs, grants, and contracts.

Documents that require dual execution in two languages must include a clause that English shall be the governing language. SPA staff is available to assist with negotiation of these terms and conditions.

Approved Professional Translation Services:

ASTA USA

<https://www.asta-usa.com/>

Apex Translations

<https://www.apex-translations.com/>

Morningside Translations

<https://www.morningtrans.com/services/translations/>