**Requirements for the Short Form Consent Process**

**For Non-English Speakers**

* An interpreter must assist with the consent process. As with any consent process, only study team members approved to participate in the consent process as a consent designee should be involved in reviewing the approved full English version of the consent form with participants. The interpreter will listen to the information presented in English by the study team member and communicate the information to the participant in his or her own language. The consent process must be witnessed by someone who is fluent in both English and the participant’s language and must be unaffiliated with the study. The witness may also be the interpreter (unless the interpreter is affiliated with the study as an investigator or study team member).
* Study ***participant*** must sign the short form consent.
* ***Interpreter/Witness*** must sign the short form consent and the approved JHM IRB full English version of the consent form.
* ***Consent designee*** must sign the approved JHM IRB full English version consent form.
* Study ***participant*** must get a copy of the signed and dated short form consent and a copy of the signed and dated approved JHM IRB full English version consent form (signed by the witness and consent designee).
* File the original signed and dated approved JHM IRB full English version consent form with the original signed and dated short form consent in the ***participant’s*** research record.
* If appropriate**\***, document the interpreter’s name and/or ID number in the ***participant’s*** electronic medical record and file the original signed and dated approved JHM IRB full English version consent form with the original signed and dated short form consent in the ***participant’s*** medical record.

\* ***For all studies that have a Prospective Reimbursement Analysis (PRA) and any study where inclusion of information in the electronic medical record (EMR) is possible.***