



Standard Operating Procedure on Domestic and International Use of Information Products Developed by Model Systems and Model Systems Knowledge Translation Center

This memo describes the steps to be taken for individuals or organizations who are interested in modifying or conducting language translations of information products produced by the Model Systems in collaboration with the Model Systems Knowledge Translation Center (MSKTC) posted on MSKTC.org. These products may include fact sheets and summaries of research, among others.

Step 1: The individual or organization submits a request to the MSKTC (msktc@air.org) for approval to modify or translate an MS-MSKTC information product into another language. The request should describe how the requester plans to modify or translate the MS-MSKTC information product and how the product will be used. The MSKTC requests that translations be performed by an individual holding a current certificate of translation. The MSKTC also recommends the use of a forward-backward method.

Step 2: The MSKTC reviews the request and works with the Model Systems and/or National Institute on Disability, Independent Living, and Rehabilitation Research to make the determination if the request should be granted or negotiate the modification if needed.

Step 3: If the request for modification is granted, the modified product is submitted to the MSKTC, which works with the authors of the product and/or the Model Systems programs to review and approve the modification. The modified product should describe how the product was modified, acknowledge the authors of the original product and the funding agency (NIDILRR), and include the grant number. If the request for translation is granted, the translated product is submitted to the MSKTC, which works with the Model Systems to identify an individual(s) with proficiency in the target language and expertise in the content knowledge to review and to finalize the translated product.

References

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