

UNIVERSITY OF MINNESOTA PRESS – TEST DIVISION

Request for License to Translate

Date: _____

Name and Address of person or organization requesting permission:

Instrument: _____

Language(s) of translation: _____

Please provide detailed descriptions of the following:

1. **The Participants in the project:** Include the name and affiliation of all participants – translators, data collectors, etc. Please attach a C.V. for each.
2. **Translation Procedures:** Include the translations procedures to be followed, which are to include a back-translation.
3. **Bilingual Test-Retest Study:** To evaluate the adequacy of the translation, the original English-language version and the translation are to be administered to 35 bilingual individuals who are familiar with both cultures. Their responses can then be used to examine scale score differences and discrepancies at the item level.
4. **Normative and Clinical Data Collection:** A minimum of 500 [250 of each gender] normal Ss demographically representative of the country of the target language is required, as are 100 clinical Ss also representative of the country. The US norms are to be used for comparative research purposes only; they are not to be included in published materials on the translations.
5. **Statistical Analyses:** A detailed description of the analyses to be conducted on the normative and clinical data.
6. **A proposed schedule for completion of the translation and data collection.**