**DEFINING CERTIFIED AND NON-CERTIFIED TRANSLATIONS**

As a COA licensing and translation provider, the Clinical Outcomes team (CO) at Oxford University Innovation (OUI) manage a library of COA translations. When creating new translations, we strictly follow a robust methodology and adhere to specific sector good practice guidelines to deliver a high quality library of translations / cultural adaptions. Whenever possible, OUI will perform and certify the new translations of our managed clinical outcome assessments. However, there are other ways for a translation to enter our library.

We identify two categories of translations depending on the methodology followed:

* Certified Translations (formerly referred to as Official)
* Non-Certified Translations (formerly referred to as Best Available)

**Certified Translations**

Our certified translations are all those translations that have been commissioned to and performed by OUI or have been created by suitably expert providers. Where OUI has been commissioned to deliver a new translation, then the linguistic validation process for such translations has been overseen by OUI at all stages.

All our certified translations:

* Have been created by strictly following a minimum methodology of Dual Forward and Dual Back Translation including Cognitive Debriefing.
* Are accompanied by a Certificate of Translation by OUI or another suitably expert Translation Company (if the translation was performed prior to OUI managing the COA).
* Have been correctly formatted and quality checked by the translation project coordinator to match the source file.

**Non-certified Translations**

For those translations (and / or cultural adaptions) where the Clinical Outcomes team at OUI were not commissioned to translate the instrument and instead the user was permissioned (under licence of copyright) to perform the linguistic validation themselves, then we categorise the translation / cultural adaption as a ‘Non-Certified’ Translation.

Although these non-certified translations can still be of very high-quality, on occasion faithfully employing sector good practices, OUI will not certify any work not performed by us and assumes no responsibility for the quality of the translation provided. It is the users responsibility to review any supporting documentation (that accompanies the translation and provided by the Clinical Outcomes team) in order to determine if the methodology employed for the translation provided is fit for their proposed use.

Non-certified translations:

* Ideally, followed a minimum methodology of Dual Forward and Single Back Translation but preferably Dual Forward and Dual Back Translation including Cognitive Debriefing.
* Are accompanied by a standard signed methodology letter, completed by the authors of the translation, listing the various steps of the methodology performed. **Note**: Methodology letters for translations performed prior to May 2020 might not include a signature by authors but will be considered equally valid.
* Have been correctly formatted and quality checked by the translation project coordinator to match the source file.
* Can and will be replaced at any time by a Certified translation that comes into OUI possession.
* Shall a user find issues or request changes to a Non-Certified version, OUI will refer to its professional associates and costs will be covered by the user.

Non-certified translations performed by third parties will in all circumstances remain the property of OUI and can be shared with other parties when requested, so long as the translation has been created following the minimum methodology. Any other translation that have followed a less robust methodology will not be considered as matching our high-quality standards. OUI might grant use to the authors of the translation for a defined purpose and will save the translation into our library for recording purposes but will not share the translation with third parties.