



Memorandum

To: Margo Schwab, OMB/Washington Clearance Officer

From: Ginger Chew, Principal Investigator of the Green Housing Study, Centers for Disease Control and Prevention (CDC)

Date: December 6, 2011

Subject: Request for non-substantive change for OMB control No. 0920-0906 - The Green Housing Study (Spanish and Chinese translations of forms)

I would like to request a non-substantive change to [0920-0906] - The Green Housing Study; the following OMB-approved English forms were translated into Spanish and Chinese:

- Baseline Questionnaire (Home Characteristics)
- Baseline Questionnaire (Part 2 brief Home Characteristics)
- Baseline Questionnaire (Demographics)
- Baseline Questionnaire (Children with asthma 7-12 years)
- 3 and 9-month Phone contact
- Text Messages (Children with asthma 7-12 years)
- 6 and 12-month Follow-up Questionnaire (Environment)
- 6 and 12-month Follow-up Questionnaire (Children with asthma 7-12 years)
- Illness Checklist (Children with asthma 7-12 years)
- Time/Activity form (Children with asthma 7-12 years)
- Time/Activity form (Mothers/ primary caregivers– including only information pertaining to the impact of behavior on child's health))
- Screening questionnaire
- Consent Form
- Assent Form
- Recruitment flyer

For the Chinese versions, the documents were translated by a native Chinese speaker at Harvard School of Public Health, and back-translated to English by a certified translator at Tufts University who is a native Cantonese speaker. Cantonese is the language that is spoken at the Boston study site. Certification form is attached.

For the Spanish versions, the documents were translated by a certified translator at Columbia University's School of Public Health. Certification form is attached.



Columbia University
MAILMAN SCHOOL
OF PUBLIC HEALTH

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

December 5, 2011

Dear IRB Office,

I am a Senior Staff Associate at Columbia University where I have worked as a Project Coordinator for several studies for over ten years. I have translated into Spanish the approved English version of the consent form CDC IRB # 5587.

I am bilingual and fluent in both English and Spanish and I have translated many forms and documents that have been approved by the Columbia University Hispanic Translation Center. For several years (2000-present) I have been recommended by the Columbia Presbyterian Medical Center (CPMC) Hispanic Research and Recruitment Center to a number of project coordinators at CPMC for the Spanish translation of their consent forms and other documents.

I certify that the Spanish translation of the above mentioned consent form, related questionnaires, and recruitment flyers are consistent in style and level of readability with the standard IRB requirements.

Sincerely,

Luis M. Acosta, MD
Senior Staff Associate
Mailman School of Public Health
Dept. of Environmental Health Sciences
Tel: (212) 305-6925
Fax: (212) 305-4012
Email: la181@columbia.edu

Social, Behavioral & Educational Research IRB
CERTIFICATE OF TRANSLATION

This form must be typed. Professional and complete applications advance the review process.

Full Title of Protocol: <u>Green Housing Study</u>	Protocol # <u>5587</u>
Name of Principal Investigator: <u>Professor Doug Brugge, PhD, MS</u>	Email: <u>dbrugge@aol.com</u>
Certifying Individual: <u>DingDing Wang</u>	Certifier's Title/Position: <u>Translator</u>
Certifiers Institute/Organization: <u>Self-employed</u>	

Translated Language <u>Chinese</u>			
Translated Study Documents <i>please select appropriate category and list all translated documents</i>			
<input type="checkbox"/> Consent Documents (e.g. written adult consent, parental permission, minor assent, verbal script, etc):	<input type="checkbox"/> Recruitment Material (e.g. advertisements, letters to professionals, etc.):	<input checked="" type="checkbox"/> Instrumentation (e.g. questionnaire, interview protocol, etc.):	<input type="checkbox"/> Other (e.g. debriefing form, etc.):

I certify that, to the best of my knowledge, that the submitted translated materials for the research project listed above are accurate.

[Signature]
Certifying Individual's Signature

DingDing Wang 07/11/2011
Printed Name of Certifying Individual Date

[Signature] 12-07-11
Principal Investigator's Signature

Doug Brugge 07/11/2011
Printed Name of Principal Investigator Date

Faculty Advisor's Signature (Necessary if PI is a student)

Printed Name of Faculty Advisor (Necessary if PI is a student) Date