



EXAMPLE PROPOSAL

Translation/Adaptation Proposal: CISG SCAT6 Tools

Proposal title

Translation and Validation of the BMJ-CISG Sport Concussion Assessment Tools, Edition 6 (SCAT6)

Investigators

1. Name, Title, Academic affiliation, Role in Project (consider attaching a short bio)
- 2.
- 3.

Background and rationale (Short explanation as to why the adaptation is warranted)

Objectives

- Primary objective:
Secondary objective:

Research design

Research methodology

The processes of translation, adaptation and translation verification will be based on prior research.

Step 1: Initial Translation

Forward translation of the [Target] language version by 2 independent bilingual translators whose native language is [Target language], fully competent in both languages.

Note: A key part of this process is adaptation to the [Target language] culture, keeping in mind that there may be many dialects within the same language. Direct translations may not fully capture the “meaning” of the English version and hence adaptations will need to be made. Most importantly, it is not permissible to simply translate the English words from the Immediate Memory subtest into the target language. You need to find words in the Thai language that have the same level of developmental and linguistic difficulty, and frequency of use in the Thai language. We strongly recommend that you work with a linguistics expert or neuropsychologist to accomplish this. There are many published language frequency lists that can be helpful.

Step 2: Integration of Translations

Comparison of the two versions of the [Target language] SCAT6 by T1 and T2 to create a single translation (T-12).

Step 3: Back-translation

Two Bilingual colleagues who are blinded to the original version will back-translate the [Target language] version to English (BT1, BT2). The same method used in step 2 will also be used to combine the two back-translated texts (BT1, BT2) into one back-translation (BT12). After the BT1 and BT2 independently translate the [Target language] SCAT6 to English they attempt to resolve any differences by consensus. If they cannot arrive at a consensus a third individual (BT3) should be used to help arrive at consensus.

Step 4: Expert Evaluation

Comparison of the original version and the translated and back-translated versions (T1, T2, T12, BT1, BT2, BT12) by a committee including the researchers, and other expert colleagues such as rehabilitation medicine doctor, neuropsychologists, sport scientists, physical therapists, athletic trainers/therapists, and translators (independent of those already involved).

Step 5: Test of the Prefinal version

Pretest of the questionnaire in a subset of [Target language] athletes. Pilot testing is done to assess clarity, intelligibility, consistency and semantic and idiomatic features.

Step 6: Finalization

The researchers will assess the comments of Step 5, and in cases where adjustments are needed, Step 4 (Expert Evaluation) will be revisited for those specific areas. The final version of [Target language] SCAT6 is developed

Test-retest reliability

1. Participants who complete the first questionnaire complete it again (typically 2 weeks to one month later).

Target Population

1. Inclusion Criteria
2. Exclusion Criteria

Data and statistical analysis

1. Test-retest reliability

Proposed Timeline

Method	Oct- Dec23	Jan- Mar24	April- June24	July- Oct24	Nov- Dec24
1. Set the topic, review literature and writing research proposal	←→				
2. IRB approval (if needed)		←→			
3. Translation process and data collection			←→		

4. Data analysis and conclusion				←→	
5. publication process					←→

References

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