

Frequently Asked Question (FAQ) Library

How do I upload a PDF of the translated consent to the eConsent Framework?

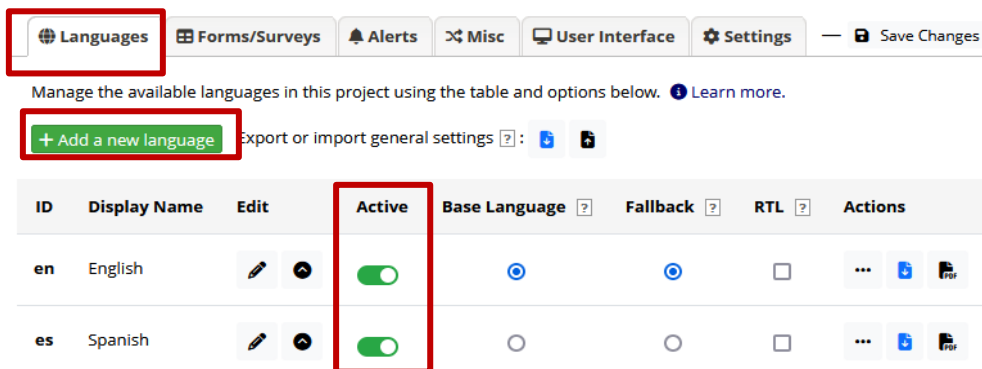
If your consent form has been approved in a language other than English, you may upload the translated PDF consent form to the eConsent Framework after enabling the Multi Language Management (MLM) feature in REDCap. Note: The MLM feature is not available in the 21 CFR Part 11 REDCap.

This tutorial will explain how to add a translated consent to *an existing eConsent build*. To learn about the eConsent framework and how to build a *new* eConsent refer to [FAQ: eConsent Framework](#) and [FAQ: eConsent Build](#).



IMPORTANT: You will **not** add your translated consent form in the MLM Application. Follow the below steps to successfully add a translated consent form.











Set up Multi-Language Management (MLM)

1. Access the Multi-Language Management (MLM) feature in the left navigation menu.
2. Under the **Languages** tab, select **Add a new language**.
3. Select your target languages and set them as Active as outlined in the [FAQ: Multi-Language Management](#).



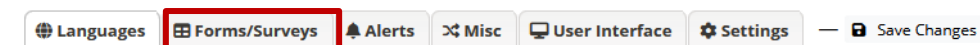
Manage the available languages in this project using the table and options below. [Learn more.](#)

[+ Add a new language](#) Export or import general settings ? :  

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
en	English	 	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	  
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	  

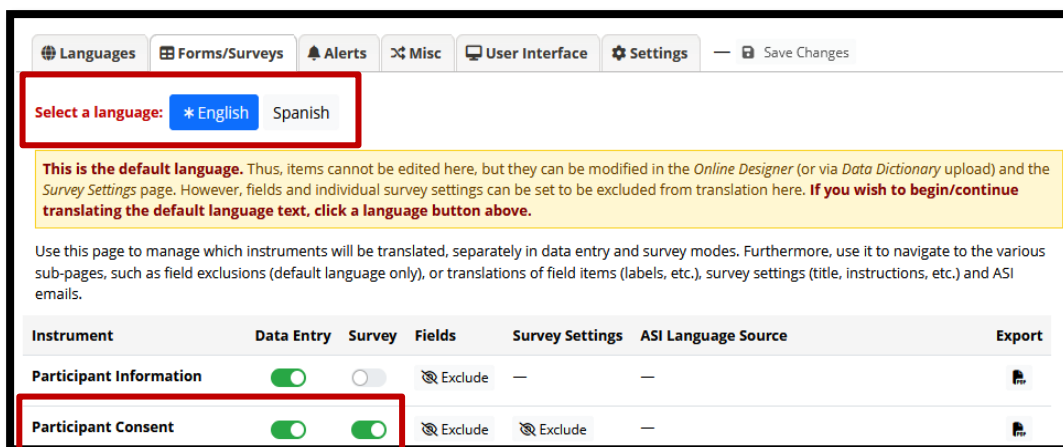
Note: These examples show how to upload a consent form in the English (en) and Spanish (es) languages. These steps may be customized for any languages available in MLM.

4. Select the Forms/Surveys tab and activate your consent form for the appropriate language(s).



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Example, English:



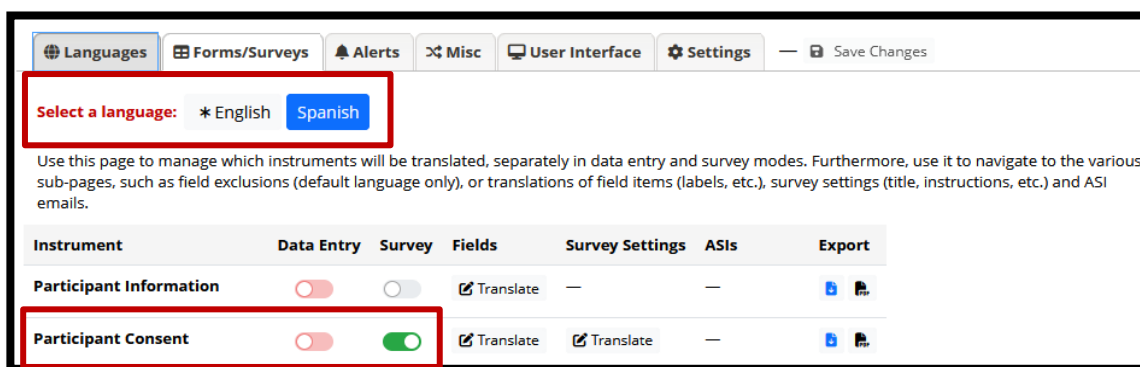
Select a language: * English Spanish

This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Participant Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exclude	—	—	
Participant Consent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Exclude	<input type="checkbox"/> Exclude	—	

Example, Spanish:



Select a language: * English Spanish

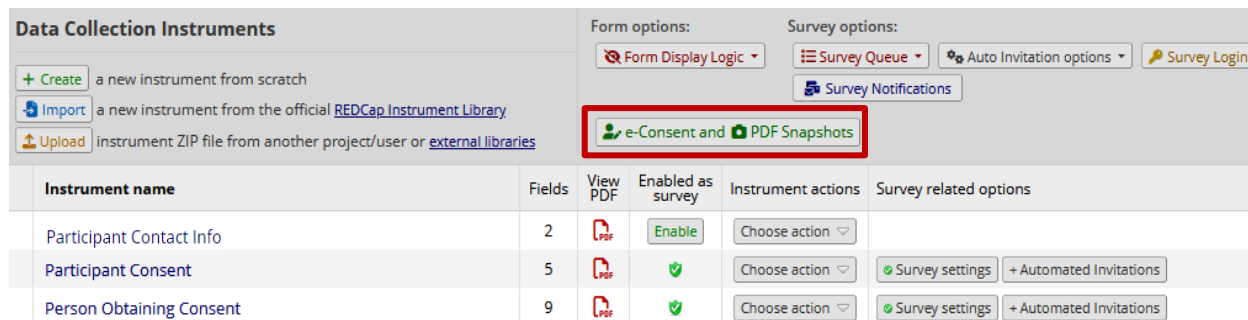
Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Participant Information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translate	—	—	
Participant Consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	—	

- Once MLM is configured, you can upload your consent documents to the eConsent framework.

Upload English PDF Consent Form

In the left navigation menu, open the **Online Designer** and select **eConsent and PDF Snapshots**.



Data Collection Instruments

+ Create a new instrument from scratch
 Import a new instrument from the official REDCap Instrument Library
 Upload instrument ZIP file from another project/user or external libraries

Form options:
 Form Display Logic
e-Consent and PDF Snapshots
 Survey Queue
 Auto Invitation options
 Survey Login
 Survey Notifications

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey related options
Participant Contact Info	2		Enable	Choose action	
Participant Consent	5			Choose action	Survey settings + Automated Invitations
Person Obtaining Consent	9			Choose action	Survey settings + Automated Invitations

Frequently Asked Question (FAQ) Library

1. Click **'Add consent form'**.



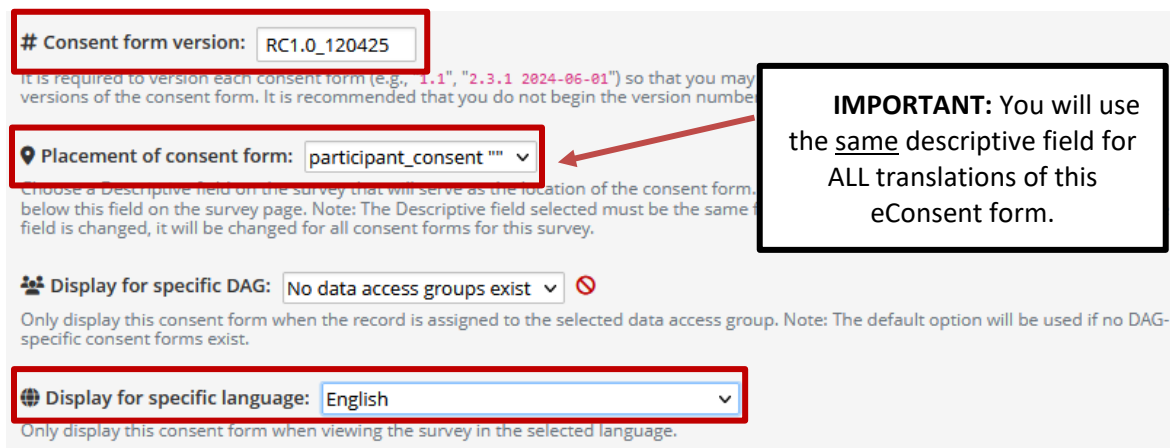
e-Consent Framework Settings

[+ Enable the e-Consent Framework for a survey](#) Hide inactive

e-Consent active?	Edit settings	Survey	Location(s) to save the signed consent snapshot	Custom tag/category	Notes
<input checked="" type="checkbox"/>		"Participant Consent Form" (participant_consent_form)	File Repository		

[+ Add consent form](#)

2. Define the REDCap consent version in the **'# Consent form version'** field.
 - a. The **'# Consent form version'** tracks the unique version of the consent form to be displayed.
 - b. We recommend using a version system that begins with **"RC"** (REDCap), a sequential number, and the IRB consent approval date.
 1. Once a value is used for a survey, *it cannot be reused even in Development mode*. Duplicate or incorrect uploads cannot be deleted and may result in misalignment with your IRB-approved consent document versioning.
3. For **Placement of Consent Form**, select the descriptive field identified for your eConsent.
4. Select 'English' for the language for which the eConsent form should be displayed.



Consent form version: RC1.0_120425

It is required to version each consent form (e.g., "1.1", "2.3.1 2024-06-01") so that you may track versions of the consent form. It is recommended that you do not begin the version number with "RC".

Placement of consent form: participant_consent ""

Choose a Descriptive field on the survey that will serve as the location of the consent form. Below this field on the survey page. Note: The Descriptive field selected must be the same field as the one selected for the eConsent form. If the field is changed, it will be changed for all consent forms for this survey.

Display for specific DAG: No data access groups exist

Only display this consent form when the record is assigned to the selected data access group. Note: The default option will be used if no DAG-specific consent forms exist.

Display for specific language: English

Only display this consent form when viewing the survey in the selected language.

IMPORTANT: You will use the same descriptive field for ALL translations of this eConsent form.

5. Click the **Consent Form (Inline PDF)** tab.
6. Click **Choose File** to upload the PDF of your consent form.
7. Once the upload is complete, click **Add new consent form**.



[Consent Form \(Rich Text\)](#) **Consent Form (Inline PDF)**

Provide your consent form as a PDF file that will be displayed inline on the page directly below the field selected for 'Location of consent form' on the instrument/survey.

Upload your PDF consent form: [Choose File](#) No file chosen [Reset](#)

[Add new consent form](#)

Frequently Asked Question (FAQ) Library

8. You will see your uploaded consent form associated with the English (en) language code.

e-Consent Framework Settings [+ Enable the e-Consent Framework for a survey](#) ☒ Hide inactive

e-Consent active? ☒ **Edit settings** **Survey** **Location(s) to save the signed consent snapshot**

"Participant Consent" (participant_consent)

☒ Consent form vRC1.0_120425 for en [+ Add consent form](#) [View all versions](#) [File Repository](#)

Upload Spanish PDF Consent Form

1. Click on **"Add consent form"**
2. Define the REDCap version number of your translated consent form. **This should be the same version as your English consent form.**
3. For **'Placement of Consent Form'**, select the same descriptive field that was used above for the English Language Consent Form.
4. Select the language for which the eConsent form should be displayed.

Consent form version: RC1.0_120425

Placement of consent form: participant_consent ""

Display for specific DAG: No data access groups exist

Display for specific language: Spanish

The version number and descriptive field match what was used for the English language consent.

The displayed language (and the uploaded consent form) will differ from what was used for the English consent.

5. Click the **Consent Form (Inline PDF)** tab.
6. Click **Choose File** to upload the PDF of your consent form.

Frequently Asked Question (FAQ) Library

- a. Once the upload is complete, click **Add new consent form**.

Consent Form (Rich Text) **Consent Form (Inline PDF)**

Provide your consent form as a PDF file that will be displayed inline on the page directly below the field selected for 'Location of consent form' on the instrument/survey.

Upload your PDF consent form: **Browse...** consent_Spanish.pdf [Reset](#)

Add new consent form Cancel

7. You will see your translated consent form associated with the Spanish (es) language code.

e-Consent Framework Settings

[+ Enable the e-Consent Framework for a survey](#)

☒ Hide inactive

e-Consent active? ☒ Edit settings **Survey** Location(s) to save the signed consent snapshot

"Participant Consent" (participant_consent)

 Consent form vRC1.0_120425 for en

 **Consent form vRC1.0_120425 for es**

[+ Add consent form](#) [View all versions](#)  File Repository

Verify Translations

1. You can review the consent translation by clicking "View all versions"

"Participant Consent" (participant_consent)

 Consent form vRC1.0_120425 for en





 **Consent form vRC1.0_120425 for es**

[+ Add consent form](#) [View all versions](#)

- a. Clicking on the consent form pdf will open the document for you to review.
2. Test all versions of the consent forms to ensure they display correctly in the survey and e-Consent Framework setting. Ensure that all e-Consent Framework settings appear in the appropriate language.

View all consent forms and versions

The table below lists all the consent forms and their versions that have been added for the survey "Participant Consent".

Active?	Version	Time added	Uploaded by	Number of records consented	Data Access Group	MLM Language	Consent form text or file	Set consent form as inactive
✓	RC1.0_120425	12-17-2024 13:27		0		en	 ConsentForm_Approved.pdf	 Set as inactive
✓	RC1.0_120425	12-17-2024 13:34		0		es	 Consent_Spanish.pdf	 Set as inactive

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Revision History

Version	Effective Date	Section	Page	Description/Rational
2.0	03/24/25	<i>Upload English PDF Consent Form</i>	4	Added recommendation to include a sequential number and the IRB consent approval date to the RC version information.
2.0	03/24/25	<i>All</i>		Updated screenshots.