

Frequently Asked Question (FAQ) Library

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

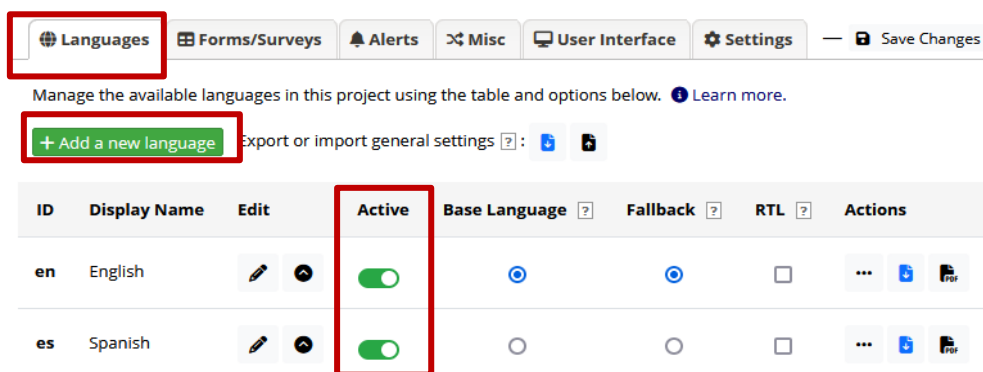
If your consent form has been approved in a language other than English, you may upload the translated PDF consent form to the eConsent Framework after enabling the Multi Language Management (MLM) feature in REDCap. Note: The MLM feature is not available in the 21 CFR Part 11 REDCap.

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](#).



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"/>	

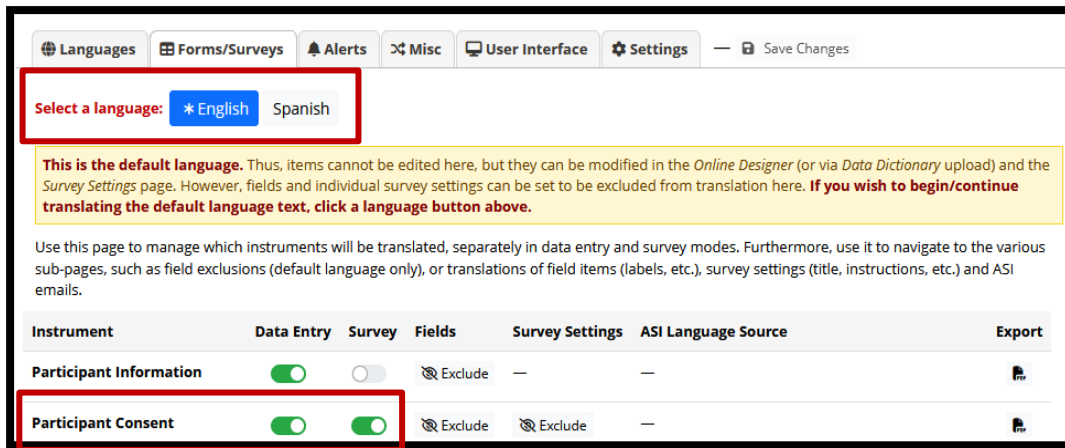
Note: These examples show how to upload a consent form in the English (en) and Spanish (es) languages. These steps may be customized for any languages available in MLM.

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



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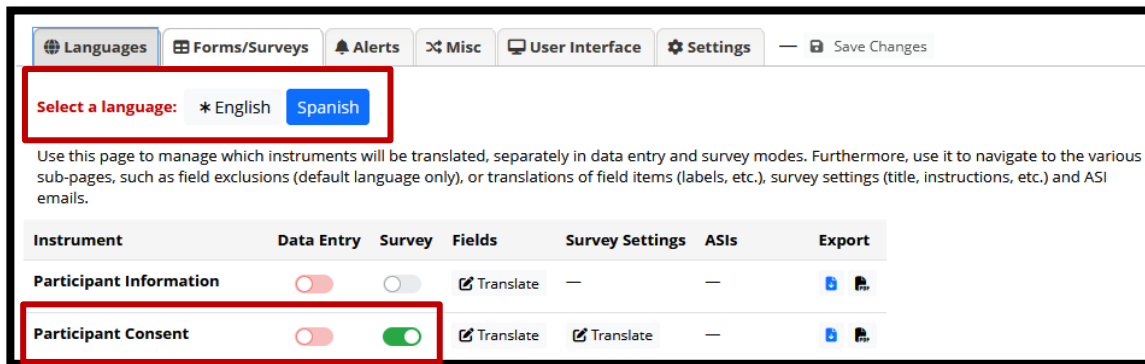
Example, English:



The screenshot shows the 'Languages' settings page in REDCap. The 'Select a language:' section has 'English' selected with an asterisk. A yellow callout box states: "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.**"

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

Example, Spanish:



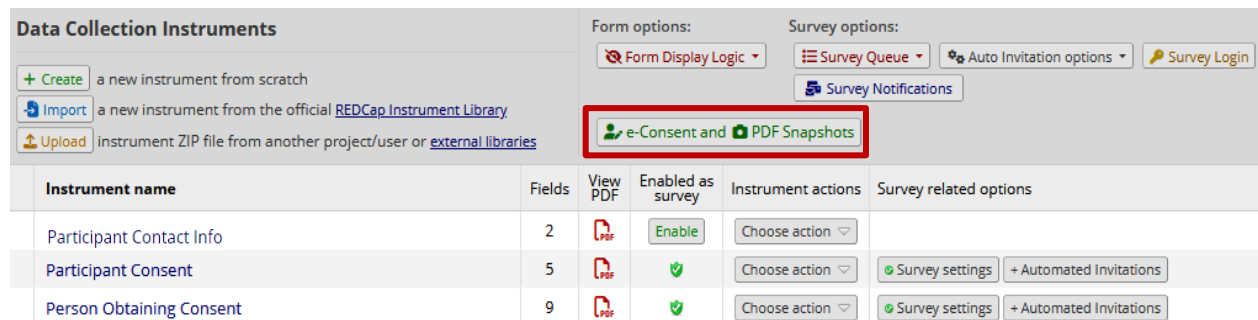
The screenshot shows the 'Languages' settings page in REDCap with 'Spanish' selected. The 'Select a language:' section has 'Spanish' selected with an asterisk. The text below the table is identical to the English example.

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

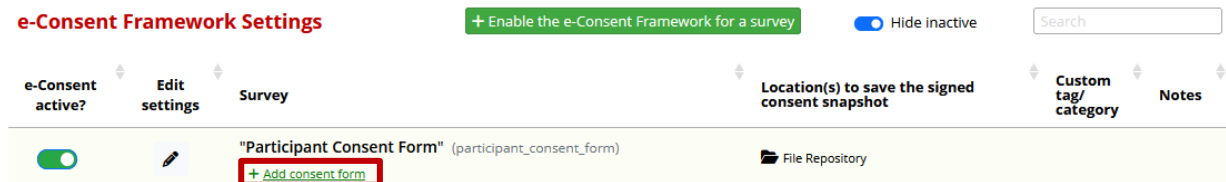


The screenshot shows the 'Data Collection Instruments' page in REDCap. The 'e-Consent and PDF Snapshots' option is highlighted in a red box. Below is a table of instruments:

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

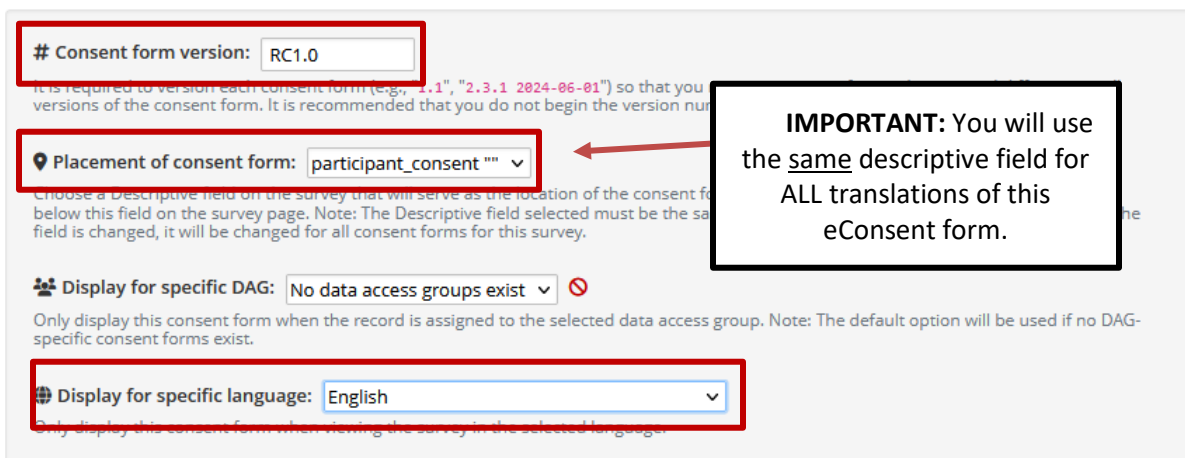
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1. Click **'Add consent form'**.



The screenshot shows the 'e-Consent Framework Settings' page. At the top, there are two toggle buttons: '+ Enable the e-Consent Framework for a survey' (which is turned on) and 'Hide inactive'. Below this is a table with columns: 'e-Consent active?', 'Edit settings', 'Survey', 'Location(s) to save the signed consent snapshot', 'Custom tag/category', and 'Notes'. The first row shows a survey named '"Participant Consent Form" (participant_consent_form)' with a red box around the '+ Add consent form' button in the 'Survey' column.

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 numbering system that begins with **"RC"** (REDCap).
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.



This screenshot shows the configuration fields for an eConsent form. Three fields are highlighted with red boxes: '# Consent form version:' with the value 'RC1.0', 'Placement of consent form:' with the value 'participant_consent ""', and 'Display for specific language:' with the value 'English'. A black box with white text and a red arrow points to the 'Placement of consent form' field, containing the text: **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**.



The screenshot shows the 'Consent Form (Inline PDF)' tab selected. Below the tabs, there is a text box for the consent form content. Underneath, there is an upload section: 'Upload your PDF consent form:' followed by a 'Choose File' button (circled in red), a 'No file chosen' status, and a 'Reset' link. At the bottom right, there is a grey 'Add new consent form' button (circled in red).

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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** File Repository

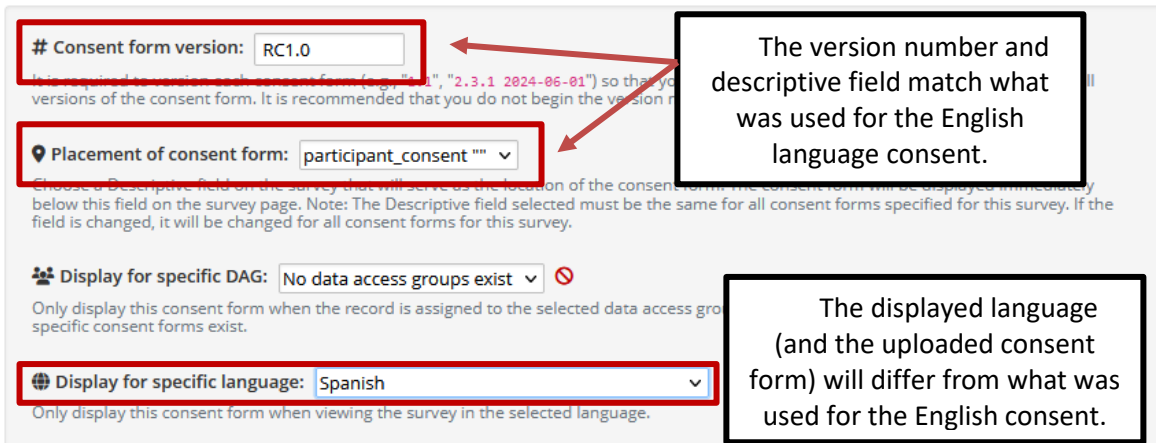
"Participant Consent Form" (participant_consent_form)

Consent form vRC1.0 for en File Repository

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

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

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.
 - 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: Consent_Spanish.pdf

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- 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 File Repository

"Participant Consent Form" (participant_consent_form)

Consent form vRC1.0 for en
 Consent form vRC1.0 for es

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

Verify Translations

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

"Participant Consent Form" (participant_consent_form)

Consent form vRC1.0 for en
 Consent form vRC1.0 for es

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

- Clicking on the consent form pdf will open the document for you to review.

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 Form".

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	10-22-2024 11:23	(Baylah Tessier-Sherman)	0		en	<input checked="" type="checkbox"/> ConsentForm_Approved.pdf	<input type="checkbox"/> Set as inactive
✓	RC1.0	10-22-2024 11:42	(Baylah Tessier-Sherman)	0		es	<input checked="" type="checkbox"/> Consent_Spanish.pdf	<input type="checkbox"/> Set as inactive

- 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.