



STEP Survey 2018

Translation Protocol and Process

1. Getting Started:
 - a. Val Duffy vduffy@babson.edu will send each team the English survey in an excel spreadsheet and a word version of the survey for reference. **August 20, 2018**
 - b. On the spreadsheet, there are two columns: ENGLISH and LANGUAGE TRANSLATION. The translator should adhere to the protocol below.
 - c. FOR STEP TEAMS: Where possible--translations should be completed by or with the assistance of the local STEP team in order to ensure that the translations accurately reflect the intent of the survey

2. Backward/Forward Translation Protocol:
 - a. The survey is to be translated from English into the intended language by a qualified individual. Then a second individual will translate the translated survey back into English. We ask that both translations will take place independent of each other.
 - b. The three surveys (original English, translated and re-translated to English) should then be analyzed in order to understand discrepancies and make final changes.
 - c. *Translators:* For formatting purposes, it is very important that the coding on the spreadsheet be included with their final translation. We need this coding to be included with translations in order to upload survey to the online platform (Qualtrics).
 - d. Once the survey has been backward and forward translated with adjustments, the translator will add the FINAL language translation onto the excel spreadsheet. When completed, please return to Val Duffy vduffy@babson.edu by **Sept 7, 2018**.

3. Survey Uploaded to Qualtrics
 - a. The STEP Global Office will upload the translated surveys to the Qualtrics platform. **Sept 7-14**

4. Survey Testing:
 - a. Val will send a survey *test* link to all STEP survey team leaders **Sept 15**.
 - b. We ask each team to have at least two people (business owners or members of their own team) to complete/test the survey **by Sept 21** to ensure:
 - a. the translation loaded correctly
 - b. that they did not make any obvious mistakes in the translation
 - c. that the survey itself functions correctly in the translated language
 - c. Feedback: Contact Val Duffy vduffy@babson.edu to report any changes or issues in the online Qualtrics survey by **October 1**. This is the one of the most important steps to ensure the translations were loaded accurately.

5. Final STEP Survey launched Oct 7-15
 - a. The STEP Global Office will send a link to the final survey to all STEP team leaders and collaborators to begin data collection.

STEP TEAMS: Translation costs

- Each survey team leader is responsible for the translation of the survey for their country.
- Survey team leaders can contact their Regional Council Chairs for questions re: translation reimbursements.

- AP: Annie Koh – contact Esther KONG estherkong@smu.edu.sg
- EU: Ilse Matser ia.matser@windesheim.nl
- LA: Francisca Sinn Rosende francisca.sinn@uai.cl
- NA: Isabel C. Botero ibotero@stetson.edu
- If you need to hire a translator and your region allows for reimbursement, then STEP (Val Duffy) would reimburse you after the translation is completed.
- Providing an estimate for hiring of translations is advised for regional council approval.

Questions? Contact Val Duffy, STEP Assistant Director vduffy@babson.edu or 781 239 3970