# Instructions for Submitting Appendix Tobacco and Alcohol Questionnaire Translation to the CIRB

**Please note:** Translated documents do not need to be submitted through the Protocol Information Office (PIO) to the NCI Cancer Prevention and Control (CPC) Central IRB (CIRB), rather both the translated documents, original English version, and certificate of translation may be submitted directly to the CIRB. A CIRB application is not necessary. The CIRB Helpdesk is available at ncicirbcontact@emmes.com.

1. Submit translation document and Certificate of Translation to the CPC CIRB CPCCIRB@emmes.com for approval using the following email template:

*Dear CIRB,*

*Attached is a submission for study (insert protocol number XX-XX-XX). These documents are a Spanish translation of CIRB‐approved English materials which are part of the approved Protocol Template. The Appendix “Tobacco and Alcohol Questionnaire” though embedded in the (insert protocol number XX-XX-XX), originally had no version date. Therefore, the attached Certificate of Translation does not reflect any versioning.*

*Attachments include:*

* *Certificate of Translation for translated materials*
* *Spanish Appendix XX – Tobacco and Alcohol Questionnaires*
* *Original English version of Tobacco and Alcohol Questionnaires*