

NIH Other Support: Supporting Documents and Translation of Documents Not in English

The NIH is requiring that recipient institutions provide supporting documentation for due dates on or after May 25, 2021. The [Guide Notice](#) states that Other Support must include:

- Supporting documentation, which includes copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. **If the contracts, grants or other agreements are not in English, recipients must provide translated copies.** (emphasis added)

NIH provides additional information about [Foreign Contracts](#) in the Other Support FAQs. Among the important points:

- Only contracts, grants, or agreements specific to the PD/PI or other senior key personnel's foreign appointments and employment are required. NIH reserves the right to request additional information as necessary.
- The costs associated with translations of foreign contracts are not allowable as a direct cost to an NIH grant or any other sponsored funding.
- NIH will accept machine-read translations of foreign contracts, grants, or agreements. Note that machine-read includes the use of products such as Google Translate or Microsoft Translate.

At this point, UW-Madison is not enforcing a specific approach to translations, because NIH is not requiring a specific approach. However, when considering translations, faculty and administrators may want to keep the following in mind:

- The American Translators Association, <https://www.atanet.org/>, provides a directory of language professionals, including translators.
- Translations done by a professional may take weeks to accomplish.
- Translation of legal documents may require a special skill set.

A qualified translator may help to provide a neutral, accurate translation free of potential conflicts of interest.