



PMIEF Resource Translation Guidelines

PMIEF has been fortunate to receive numerous requests to translate our published resources. Through the work of volunteers, several of our resources have been published in over 17 languages. And we are always seeking more volunteers to translate our resources into more languages. If you are interested in translating one of our resources, please read through the steps below on the translation process.

Step 1: Translation Request Form

If you are interested in volunteering to translate this PMIEF resource or another one of our PMIEF resources, please complete this quick online Translation Request Form through Survey Monkey. Once your Translation Request Form has been received and processed, a staff member will respond to you within a two-week time frame. You can access the online [Translation Request Form here](#)

Step 2: Translator Vetting Process

PMIEF will require a short interview with the primary translator of our resource. The vetting process determine the qualification of the translator as well as the intent on the use of the PMIEF resource they will translate.

Step 3: PMIEF Management Approval

Once the translator has been validated and the waiting audience has been confirmed, next step involves approval from Exec. Director, and then initiate the drafting of legal agreement.

Step 4: Legal Contract

The final step in the translation process is for all parties to sign a Translation Agreement. The Translation Agreement will be a binding legal document between PMIEF, the person submitting the Translation Request Form, and all translators who will be involved in translated the approved resource. The Translation Agreement will stress that the translated PMIEF resource's intellectual property will belong to PMIEF therefore it cannot be used for any financial gain or self-promotion by the translators.

Step 5: Distribution of the PMIEF Resource

Once the Translation Agreement has been signed by all parties, PMIEF will send an editable version of the PMIEF resource to the translators with further instructions and a deadline date.

Step 6: Translated document received and posted online by PMIEF

The translated document should be sent to PMIEF. The document will then be reviewed for accuracy before it is posted to the Resource Library. The local chapter may assist with

reviewing the translation to verify that it stays true to the original document and that no personal logs or advertisement is added. The timeline for posting online is based on availability. Generally, it should be posted within two weeks after the final reviews.

Further Information for Translators:

1. All translators will be listed on the recognition page of the newly translated resource.
2. All translators will be recognized as volunteers in the annual PMIEF report.
3. The translator volunteer is permitted to retain two copies for self. However, anyone who wishes to obtain a copy of the translation must go to the PMIEF.org resource library to download the translated version.

For any additional questions into the PMIEF translation process or if you are requesting our Translation Request Form please email Mr. Matthew Kwasiborski at pmief@pmief.org