

## **Quick-Start Guide for University of Michigan Researchers**

For research-related document translation across all U-M campuses

### **Step 1: Prepare Your Documents**

Gather the materials you need translated. Acceptable formats include:

- Word documents (.docx)
- PDFs
- Excel spreadsheets
- Plain text

Make sure your documents are finalized and clearly labeled. If you are translating research materials (e.g., consent forms), ensure they are IRB-ready.

### **Step 2: Contact LanguageLine Account Executive**

Reach out to the account executive to set up your account.

Jason Selden

E: [jselden@llts.com](mailto:jselden@llts.com)

Ph: 206.771.8129

### **Step 3: Choose How to Submit Your Request**

You have multiple options to submit your translation request. The preferred method is the secure online portal.

#### **Option A: Use the Translation Portal**

1. Log in to: <https://translation.languageline.com> (*Note: LanguageLine Account Executive will create your account upon request.*)
2. Log in or create an account
3. Upload your document(s)
4. Select target language(s)
5. Indicate if certification or proofreading is needed
6. Enter U-M shortcode for billing
7. Submit your request

#### **Option B: Email**

Send your request to: [translation@languageline.com](mailto:translation@languageline.com)

Include:

- Your full name
- Department or unit
- Target language(s)
- Document(s) attached
- Indicate need for certification/proofreading
- U-M shortcode

**Step 4: Monitor Progress & Receive Files**

- After Procurement has signed the SOW/Task Order, the department should:
  - Create an ePro requisition in M-Pathways.
  - Reference the Master Agreement contract ID in the requisition.
  - Attach the signed SOW/Task Order to the requisition.
  - The requisition will then be routed for approval.
  
- Typical turnaround time is 3–5 business days
- You will receive an email when the translated file is ready
- Certified translations or complex documents may take longer

**Step 5: Save for Future Use**

LanguageLine uses translation memory, meaning repeated content will cost less in future requests. Save a copy of your final translated documents for reference.

**Step 6: Need Help?**

For help with ordering, billing, or usage:

-LanguageLine

Jason Selden | E: [jselden@llts.com](mailto:jselden@llts.com) | Ph: 206.771.8129

-[U-M Procurement](#)

For IRB-related guidance or compliance questions:

Visit [HRPP website](#) or contact [IRBMED](#) or [IRB-HSBS](#).