###

LEANS translation proposal form

V1.0 April 2023

This form is for proposing a **licensed translation/adaptation of LEANS.**

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| **Instructions****Getting started:** Please begin by fully reviewing both the entire English-language LEANS resource pack, and our *Translation Guidance.* We hope this form will guide your team’s planning process, by breaking down what may be involved at various steps. You should also carefully review the sample *Translation & Licensing Agreement* that gives our complete terms and conditions.Please also check the [LEANS translation webpage](https://www.ed.ac.uk/salvesen-research/leans/translations) to make sure that a translation in your language/region isn’t already available, or in progress. The continuous submission/review process means that this information may change *at any time.* *Guidance may change at any time. Please make sure you have the most recent versions of the guidance and proposal form before beginning your proposal.***Missing information:** If you do not have information for a particular question, please indicate this instead of leaving it blank (so we know you have not skipped it by mistake). **Submitting your form:** There is a rolling deadline for proposals. The LEANS team will consider and review proposals as they are received.Please send completed forms **as an attached word document** to the LEANS project e-mail address translate-leans@ed.ac.uk with subject line “Translation proposal: [language]”. This will allow us to comment on your proposal. *PDFs or links to google docs or other online documents are not accepted.*There is no need for a detailed covering e-mail, but please indicate the language you are proposing and the lead team member(s) with whom we should correspond. If there is additional information you wish to provide, please put as much as possible in the proposal document itself, not e-mail. Section F allows you to explain any other documents you wish to attach.**Proposal review:** Our goal is to review proposals within 1 month of receipt (by end January for proposals received after November 20th of each year), and send a written response. We may ask for more details or to arrange a call with you, before making a decision, or in order to move from an accepted proposal to a translation agreement.  |

Proposal form

# A. Team members and contact information

**1. Translation team members**

|  |  |
| --- | --- |
| **Translation team lead name** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **Person 2 name** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **Person 3 name** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |

*Please create an additional entry for each individual team member who is likely to play a substantial, hands-on role in managing the translation process.*

*People who may provide ad-hoc help, such as students, do not need to be listed. Professional translators and other specialised help can be listed later in the form.*

# B. Essential Requirements

**2. Proposed language and area of distribution for your translation**

*Example: Brazilian Portuguese (Brazil), Italian (Italy), Vietnamese (Vietnam)*

**3a. Is this a proposal for a new translation, or converting a personal translation into a licensed translation?**

[ ]  New translation [ ]  Converted translation

**3b. Are you interested in licensing the LEANS content and artwork, or the content only?**

[ ]  Content and artwork [ ]  Content only

**4. Please check to confirm the following:**

|  |  |
| --- | --- |
| **(i) All members of your translation team listed above have reviewed the English LEANS resource pack and terms of use, in full.** | [ ]  YES  |
| **(ii) Your translation team lead has reviewed the sample Translation and Licensing Agreement, and the Translation Guidance.** | [ ]  YES  |
| **(iii) You are willing, in principle, to agree to the terms of the Translation and Licensing Agreement** *(subject to acceptance of your proposal by the LEANS team, and an agreed fee band, team, and timeline)* | [ ]  YES  |
| **(iv) If your proposing team includes multiple organisations, you understand the LEANS team are only able to license to a single, lead partner organisation as designated by your team.** | [ ]  YES  |
| **(v) You understand there are associated licensing fees, and are willing in principle to pay them.** *The LEANS team cannot provide financial support for the translation process, and securing funding is the responsibility of your team.* | [ ]  YES  |
| **(vi) You plan to translate and disseminate all items present in the English-language LEANS resource pack.** | [ ]  YES  |
| **(vii) You agree to distribute the translated resource pack under a** [**Creative Commons CC-BY-NC-ND 4.0**](https://creativecommons.org/licenses/by-nc-nd/4.0/) **license.**  | [ ]  YES  |
| **(viii) You understand that it is your team’s responsibility to prepare translated content for distribution, such as formatting a translated teacher handbook or editing videos**.  | [ ]  YES  |
| **(ix) You understand that LEANS will provide source files as listed in our sample Translation and Licensing Agreement, and we are not able to provide additional files or alternate file formats.**  | [ ]  YES  |
| **(x) You understand that it is LEANS policy to require evaluation of the translated resource pack by a qualified, independent person, with back-translation of a short list of critical items.**  | [ ]  YES  |

# C. About Your Team

**NOTE:** For some questions, we have provided a suggested length of response as a guide to how much detail we are looking for at this stage. For example: [1 paragraph]. You are welcome to give further details.

**5. Why is your team interested in translating LEANS into this language / for use in this region?** [1-2 paragraphs]

**5b.** **If you have already completed a translation for personal use and are now interested in turning it into a licensed translation, please clearly state that here, and describe how and why the translation was made, and also the current state of any artwork or graphic design work.**

**6. To what extent do you think you might need to adapt LEANS to be culturally appropriate/relevant in your proposed country/region?** [If you anticipate minimal changes, 1-2 sentences will do. If you anticipate more revision, please give as much detail as possible].

*This question refers to changes in addition to translation of the language. For example, you might plan to change character names and adjust references to school details (e.g. “maths” becomes “math”), or you might anticipate substantial revision to the content to make it culturally relevant.*

**7. Why does your team have the professional experience to guide an accurate and respectful translation of LEANS?** [2 paragraphs]

*We are interested in your collective experience with topics relevant to LEANS such as neurodiversity and neurodivergence, educational research and practice, working in schools, psychology, disability issues, family support services, etc.* *You do not need to give a detailed explanation for each person, especially on a larger team. You are welcome to include citations or links, for example to a lab website, or to attach CVs.*

**8. Does anyone on your team have prior experience with translating resources for education or research, or having their own work translated?**

*Please tell us a bit about this, or indicate it is not applicable. You are welcome to include citations or links.*

# D. Translation Timeline, Current Status, and Funding

**9. Do you have a target timeline for producing a LEANS translation?** *For example, would this be linked to a larger project, time-limited funding source, or current staff member’s contract? Please tell us as much as you can and indicate how flexible the timeline is, so we can assess if we are realistically able to support that around other commitments.*

**Target start date/ time window:**

**Target release date/time window:**

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| If you have a tight desired timeline, you can **contact us ahead of submitting a proposal**, to make us aware that it is on the way. We can then inform you of any expected changes to our review timeline, and *may* be able to arrange an expedited review. We will not be able to arrange expedited reviews immediately before or after the December holiday period. Otherwise, please **do not** contact us to inform us of incoming proposals. |

**10. Overview of current progress: Please give a brief account of what steps, if any, have already been completed and what steps are in progress.**

*At this point, please clearly indicate if you have already completed a translation for personal use and are interested in licensing it; if you have gathered all the expertise you need, or are still identifying partners.*

**11. Which fee band do you think applies to your team? (Bands 1-3).**

*See guidance document. Band 1 is the default.* *If you think that Band 2 or 3 should apply, please explain why.*

**12. Do you already have confirmed funding to support the entire translation process, including design tasks and hosting/releasing the completed resource? If YES, please explain the funding source and approximate budget for different phases or tasks.**

*Please also include “in-kind” support, such as anyone who may be volunteering their skills or contributing as part of their job.*

**b. If NO, or funding application under review now, or funding secured only for some aspects, please explain your current planning with respect to funding**. *e.g. whether you have an application in process, or where you are planning to seek funding; your anticipated budget for the translation and publication process.*

**c. Do you anticipate needing letters of support or any other action from LEANS, in order to secure any of the funding or potential funding detailed above? Please give details.**

**13a. Have you already recruited a candidate translator? *If YES,*** *please provide their name(s), role/institutions (if applicable), and a contact e-mail, (even if they are also listed in part A).*

*You are welcome to provide details of more than one candidate translator. If you do, please list them in order of preference.*

*If multiple people are likely to work together on the translation, please clearly indicate this.*

**If NOT RECRUITED, go to question 13C.**

|  |  |
| --- | --- |
| **Translator candidate 1** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **If this person is not a member of your team listed in section A, please briefly describe their professional experience related to translation and the topics of LEANS** [up to 1 paragraph] |
| **Translator candidate 2** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **If this person is not a member of your team listed in section A, please briefly describe their professional experience related to translation and the topics of LEANS** [up to 1 paragraph] |

*Please add additional lines for any additional translation candidates.*

**b. By providing these people’s details, you give us permission to contact them regarding a possible LEANS** **translation.**

[ ]  YES

**c. If NO to 13a, do you have a plan for how you will recruit a translator? Please describe.**

**d. Please indicate that you understand that it is your team’s responsibility to recruit a translator.** *The LEANS team cannot provide/recommend one.*

[ ]  YES

**14a. Have you already recruited a second independent person who could evaluate the translation? *If YES,*** *please provide their name, role/institution (if applicable), and a contact e-mail, (even if they are also listed in part A).*

**If NO, go to part 14c.**

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| --- | --- |
| **Independent evaluator candidate 1** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **If this person is not a member of your team listed in section A, please briefly describe their professional experience related to translation and the topics of LEANS** [up to 1 paragraph] |
| **Independent evaluator candidate 2** |  |
| Job title or role |  |
| Institution/organisation(s) |  |
| Country |  |
| E-mail address |  |
| **If this person is not a member of your team listed in section A, please briefly describe their professional experience related to translation and the topics of LEANS** [up to 1 paragraph] |

*Please add additional lines for any additional evaluator candidates.*

**b. By providing these people’s details, you give us permission to contact them regarding a possible LEANS** **translation.**

[ ]  YES

**c. If NO to 14a, do you have a plan for how you will recruit an independent evaluator?**

**d. Please indicate that you understand that it is your team’s responsibility to recruit an independent evaluator with relevant experience.** *The LEANS team cannot provide/recommend one.*

[ ]  YES

**15. A small number of items require back-translation, not only evaluation. What is your plan to manage this? You are welcome to list details of a specific person and their experience, if you have one.** *The back translator must be a separate person to the translator and evaluator, and must not have seen the English version of LEANS.*

# E. Resource Design and Distribution

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| --- |
| **About this section**The artwork and graphic design of the original LEANS resource pack represent a *substantial* investment of time and resources. It was very important to us to make the English language LEANS visually attractive, and as easy-to-use as we could.We understand that translated versions may not have access to the same level of time and resourcing for these steps, but translated text/content will still need to be laid out and proofed *in some way*, even if that is simple, and you will still need to produce videos and posters in your language. This section is about trying to understand where you are with those discussions and plans.  |

**16. If you indicated that you do not wish to license the existing LEANS art (question 3), has your team discussed alternate artwork, and/or already recruited an artist?**

*Please explain where you are with these plans and describe how they will be funded, if funding for these stages not previously described.*

**17. Has your team discussed preparing the translated content for distribution, such as required graphic design, proofreading, video editing, or creating web content?**

*Please explain where you are with these plans and describe how they will be funded, if funding for these stages not previously described. Please include any in-kind support, or skills that your team can provide in-house (e.g. video editing, web design).*

**18. At present, how do you plan to host, distribute, and promote the translated resource for educators and the public?** [2-3 paragraphs]

*For example, host on the website of a school, charity, or research group? Distribute paper copies? Please give as much detail as possible about these plans, and about networks or resources your team could leverage to distribute and promote your version of LEANS.*

# F. Further Information

*If there is any further information you would like to share with us regarding this translation proposal, please include it here rather than in your submission e-mail.*

*If you wish to attach files, please list filenames, and briefly describe your attachments here.*

# H. Declaration

**I/we understand that we are not approved to create a licensed translation until and unless we sign a Translation and Licensing Agreement with the LEANS team, following their consideration of this application.**

[ ]  YES

**Lead team member name:**

**Lead team member signature:**

**Date:**

|  |
| --- |
| **Please note, we will automatically decline translation proposals if any of the following apply:** * Proposal forms are substantially incomplete.
* A version of LEANS is already available in that language, or a translation is currently in progress.
* Your planned use or distribution of the translated LEANS is inconsistent with the [required type of CC licensing](https://creativecommons.org/licenses/by-nc-nd/4.0/), and/or the LEANS terms of use.
* You do not agree to one or more statements in question 4.
* Your team does not report any professional experience relevant to LEANS’ topics.
* There appears to be a major gap in the planning, e.g. no consideration of design and distribution aspects.
* Your team does not already have funding for the complete translation process, or a credible proposal about how to fund it.
* Declaration is not signed.

If we decline your proposal for a reason *other* than an existing version of LEANS in your language, you can submit an updated proposal in the future. |