

# Tips for managing your translation project

## TYPES OF PROJECTS

### Smaller scale projects (500 words or less)

- Flyers/handbills/posters
- Surveys
- Forms (registration, consent, media release)
- Letters to families
- Brochures

### Large scale projects (greater than 500 words)

- Curricula
- Statewide communications
- Newsletters
- Website content
- PowerPoint presentations

## BEFORE YOU FILL OUT AN OAIC SERVICE REQUEST (OSR):

1. Allow yourself an flexible lead time (minimum 3 week turnaround)
  - a. Small scale projects may take less time
  - b. Larger projects may require a longer turnaround time
2. Designate a single point person who will request translation and work with the Language Access Team
3. Obtain permissions for content and material that is external to Extension
4. Document or content must be in its finalized version
5. Documents must be sent as an email attachment or zip drive (no links to access documents)
6. No screenshots or scanned copies (content must be provided in an editable version)

## WHAT YOU CAN EXPECT FROM US

1. Answer any questions or consultations from colleagues before they submit an OSR
2. Respond to your submitted OSR within 2 business days
3. Advise you on next steps for your project, which can include:
  - a. How to send documents
  - b. Instructions for titling and packaging
  - c. Requests for additional project details and/or approval
  - d. Organizing the content in way that is easy to manage for requesters who are not bilingual
4. Obtain a quote from our translation vendor (if needed for projects that already have funding)
5. Provide you with an estimated turnaround time
6. Oversee and Proof your project to verify completeness, accuracy, and consistency of the translated content

## COMMON ISSUES THAT CAN COMPLICATE TRANSLATION AND DELAY THE TURNAROUND TIME:

- Content that is not in a finalized version or incomplete
- Multiple point-persons for the project
- Content and projects that are outdated (this includes software packages used to create them)
- Formatting and layout needs of the project (e.g. text boxes, images graphs, margins, pagination, etc.)
- Content that is not in an editable format (i.e. screenshots, scanned text, etc.)
- Large-scale projects with multiple components (application + training materials + videos + participant handouts + activities)