



CHECKLIST FOR PERMISSION TO TRANSLATE FOR RESEARCH USE

**COMPLETE AND RETURN THIS FORM TO RIGHTS@BROOKESPUBLISHING.COM,
ALONG WITH THE CVs OF THE INVESTIGATORS INVOLVED IN YOUR STUDY.**

Permission from Brookes Publishing Co. is needed for all translations and adaptations of ASQ-3™ and/or ASQ:SE-2™. Brookes will review your completed Checklist and send you a permissions agreement to sign.

Important - Please note that:

- The original ASQ product published by Brookes must be purchased by you before you submit the Checklist.
- Processing time is a minimum of 6 to 8 weeks.
- Brookes reserves the right to charge permissions fees.
- The Checklist will be returned to you if details are missing. Provide as much information as possible in the Checklist.
- Some translations and adaptations of ASQ have been completed in pilot versions and may be available to you. Brookes will advise you of their availability after reviewing your Checklist.

If you have any questions, please email Brookes at rights@brookespublishing.com

Name of individual completing Checklist:	
Date Checklist submitted [MM/DD/YY]:	

DETAILS OF YOUR STUDY

(1)	Who are the study investigators? <i>Include full names, degrees, and affiliations.</i>	
(2)	To whom should a permissions agreement be addressed? <i>Include full name, postal address, and email.</i>	
(3)	Who will sign the agreement? <i>Include full name, degree, job title, and affiliation, plus postal address and email.</i>	
(4)	What is the title of the research study/project?	
(5)	Where will the study take place? <i>List location(s) with city, state, and country, as well as number of sites. (See the End User License Agreement on the ASQ CD-ROM).</i>	
(6)	When will the study take place? <i>Include the beginning and end dates (month and year).</i>	
(7)	Provide a brief abstract or description of the study, including the number of children participating in the study.	
(8)	Into which language(s) do you wish to translate or adapt the ASQ material?	
(9)	How will the translated ASQ material be distributed? <i>For example: paper copies, electronically, etc. Please explain in detail.</i>	





CHECKLIST FOR PERMISSION TO TRANSLATE FOR RESEARCH USE

ASQ TOOLS TO BE USED IN YOUR STUDY

Ages & Stages Questionnaires®, Third Edition (ASQ-3™)		<input type="checkbox"/> Yes <input type="checkbox"/> No
(10)	Which questionnaires will you translate or adapt? List each questionnaire. <i>ASQ-3 includes 21 questionnaires: 2, 4, 6, 8, 9, 10, 12, 14, 16, 18, 20, 22, 24, 27, 30, 33, 36, 42, 48, 54, and 60 month.</i>	
(11)	How many copies of each questionnaire will you make? (e.g. 20 copies each of the 2- and 4-month questionnaires.)	
(12)	Will you translate or adapt the ASQ-3 User's Guide? <i>If yes, list the pages and/or chapters and indicate how many copies you plan to make.</i> <i>Note: the User's Guide is for professional use and not for parents or caregivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(13)	Will you translate or adapt the ASQ-3 Quick Start Guide? <i>If yes, indicate how many copies you plan to make.</i> <i>Note: the Quick Start Guide is for professional use and not for parents or caregivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(14)	Will you translate or adapt any of the ASQ-3 Intervention (play) Activities? <i>If yes, list each Activity and indicate how many copies of each Activity you plan to make.</i> <i>ASQ-3 has 11 activities sheets: 1-4, 4-8, 8-12, 12-16, 16-20, 20-24, 24-30, 30-36, 36-48, 48-60, and 60-66 months.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ:SE-2™)		<input type="checkbox"/> Yes <input type="checkbox"/> No
(15)	Which questionnaires will you translate or adapt? List each questionnaire. <i>ASQ:SE-2 includes 9 questionnaires: 2, 6, 12, 18, 24, 30, 36, 48, and 60 months.</i>	
(16)	How many copies of each translated questionnaire will you make? (e.g. 400 copies each of the 30- and 36-month questionnaires.)	
(17)	Will you translate or adapt some or all of the ASQ:SE-2 User's Guide? <i>If yes, list the pages and/or chapters and indicate how many copies you plan to make.</i> <i>Note: the User's Guide is for professional use and not for parents or caregivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No



CHECKLIST FOR PERMISSION TO TRANSLATE FOR RESEARCH USE

(18)	Will you translate or adapt the ASQ:SE-2 Quick Start Guide? <i>If yes, indicate how many copies you plan to make.</i> <i>Note: the Quick Start Guide is for professional use and not for parents or caregivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(19)	Do you wish to translate or adapt the ASQ:SE Intervention (play) Activities? <i>If yes, list each Activity and indicate how many copies of each Activity you plan to make.</i> <i>ASQ:SE-2 has 9 activities sheets: 2, 6, 12, 18, 24, 30, 36, 48, and 60 months.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

ASQ TOOLS YOU HAVE PURCHASED/OWN

(20)	For any product owned, please list the quantity.	
	Do you own the ASQ-3 Starter Kit (ISBN 978-1-59857-041-0)? <i>Note: each Starter Kit contains 21 Questionnaires, 1 User's Guide, and 1 Quick Start Guide.</i>	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ-3 Questionnaires (ISBN 978-1-59857-002-1)?	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ-3 Quick Start Guide (ISBN 978-1-59857-005-2)? <i>Note: the Quick Start Guide is sold in packages of 5.</i>	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ-3 User's Guide (ISBN 978-1-59857-004-5)?	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ:SE-2 Starter Kit (ISBN 978-1-59857-961-1)? <i>Note: each Starter Kit contains 9 Questionnaires, 1 User's Guide, and 1 Quick Start Guide.</i>	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ:SE-2 Questionnaires (ISBN 978-1-59857-956-7)?	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ:SE-2 Quick Start Guide (ISBN 978-1-59857-959-8)? <i>Note: the Quick Start Guide is sold in packages of 5.</i>	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own the ASQ:SE-2 User's Guide (ISBN 978-1-59857-958-1)?	<input type="checkbox"/> Yes, I own _____ <input type="checkbox"/> No
	Do you own any other ASQ products not mentioned above?	<input type="checkbox"/> Yes, I own _____



CHECKLIST FOR PERMISSION TO TRANSLATE FOR RESEARCH USE

OTHER INFORMATION (OPTIONAL)

(21)	<p>If there are any other details you think might be helpful and have not already provided above, include those here.</p> <p><i>Examples:</i></p> <p><i>I have been in correspondence with Kimberly Murphy at UO.</i></p> <p><i>My co-investigators and I were trained on ASQ-3 in March 2014.</i></p>	
------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--