Complete the Dual Language Research Google Form at https://forms.office.com/r/i994939Jrk

The UTSA COEHD Dual Language Research Committee reviews your proposed research within 2 weeks of submission. Be aware that studies should align to the pillars of the campus and improve dual language instruction found at https://bit.ly/33BOANS

Dr. Santos sends the primary investigator a Letter of Notification and schedules a meeting to gather information regarding the IRB approval status.

Discuss any questions the committee may have and proceed to San Antonio ISD approval process

Yes

Discuss the committee's recommended next steps.

No

Notify Dr. Santos when you have received IRB approval and ALL SAISD forms are complete. ReNee Lewis will determine a date for SAISD to review of your study.

Dr. Santos facilitates a meeting between the campus principals and the researcher. (Discuss research, timelines, and obtain principals' Letter of Commitment).

Mrs. Lewis will contact investigator regarding the SAISD review process with a date for review with the bilingual department and a parent advisory committee. The SAISD committee only reviews research proposals 3 times a year; June, Sept. and Feb.

PI works with the campus principal to determine timeline for parent, student, teacher informational meetings/consents.

Share a brief report of study's findings with campus and university.

Contact
Dr. Juanita Santos
juanita.santos@utsa.edu
Complete the Dual Language Research/PD Google Form at https://forms.office.com/r/i994939jrk

The UTSA COEHD Dual Language Research Committee reviews your professional development plan. Plans should align to the pillars of the campus and improve dual language instruction outlined in the DL CLS Pillars Form at https://bit.ly/33BOANS

Dr. Santos sends the lead professor a Letter of Notification by email and schedules a virtual meeting with campus principals.

Dr. Santos contacts SAISD ReNee Lewis to determine if SAISD approval is needed. Typically, all PD is approval is determined by the campus principal.

Dr. Santos continuously communicates with campus principals and professor (s).

Dr. Santos contacts the professor regarding the SAISD decision to move forward with the campus support.

Professor works with the campus principal to determine timeline for parent, student, teacher informational meetings/consents.

Share a brief report of outcomes with campus and university.

Contact
Dr. Juanita Santos
juanita.santos@utsa.edu