

College of Education & Human Development

Research in Partner School Districts & Clinical Facilities

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Guideline Statement

This document outlines the manner in which the College of Education and Human Development will develop collaborations and approaches research with those districts and clinical facilities they partner with as well as future collaborations.

Reason for Guideline

Texas A & M University- San Antonio's College of Education and Human Development's mission of preparing qualified professionals necessitates a strong connection to both school districts for educator and leadership preparation as well as a variety of clinical sites to assist in the professional development of students in programs such as Counseling and Kinesiology. To that end, conducting research with districts and clinical facilities provide robust opportunities for college faculty and students having the potential to impact both the school and clinical milieus.

This Guideline supplements System Policy 60.01 *Relationships with Affiliated Organizations* and 15.01 *Research Agreements*

Guideline

1. Collaboration with School Districts and Clinical Facilities
 - 1.1 Departments or programs within the COEHD pursuing collaboration with these entities will provide develop a proposal which includes how this collaboration will prove beneficial to both the college and identified entity. Additionally, an administrator from the entity will be identified as the official point of contact (POC).
 - 1.2 The proposal will then be submitted to the Dean or his designee for review and approval. If necessary, revisions or a meeting between the Dean and report authors will take place.
 - 1.3 A memorandum of understanding (MOU) will be drafted and approved by the Dean. The MOU will be sent to the collaborating entity for their signature, then to the Dean for final approval.

- 1.4 The signed MOU will then be forwarded through appropriate channels to the Director of Research and Sponsored Programs.

2. Research with Partnering Entities

- 2.1 Once PI(s) have secured IRB approval they will route research proposals with partner entities through the Dean or their assigned designee for approval.

- 2.1.1 PI(s) will develop a collaborative research agreement (CRA) which will articulate the details and how it is mutually beneficial to the college and the partnering entity.

- 2.1.2 PI(s) and POC from partner agency will meet to discuss the CRA and to secure commitment to proceed.

- 2.1.2 PI(s) and POC from partner entity will ensure research is consistent with the policies of the partnering entity.

Definitions (if needed)

Collaborative Research Agreement; a document outlining a research study or project which is of mutual interest to both parties with shared rights and access to the results.

Related Statutes, Policies, or Requirements (if applicable)

System Policy 60.01.01 *Association with Affiliated Organizations*

Appendices (if applicable)
