Date of Request: _______________________

Timeframe for the project (start and completion dates): _______________________________________________

Date that data is needed by: _________________________________________________________

Institutional Role: ____Faculty  ____ Staff  _____ Student _____ Resident _____Committee Chair or Member

Short title of project: _______________________________________________ _______________________________

Purpose for use of the data: _____________________________________________________________

Short description of project for which data is needed:
_______________________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What variables are you looking at for the project? What are your outcome variables?
____________________________________________________________________________________________________________
________________________________________________________________________________________ ___________________

Do you have a reasonable target (r-squared), level of acceptability, etc. for the project? _________________________

What type of statistical methods would you like to employ for the project, if known?
__________________________________________________________________________________________________

What timeframe do you need for the data, e.g. Academic Year (July 1 – June 30), Calendar Year (Jan 1 – Dec 31), or other timeframe (please provide specifics below)? NOTE: Unless otherwise specified, data will be reported by Academic Year.
___________________________________________________________________________________

Is data being collected for internal or external reporting?  _____internal  ______ external

How will the data be used? ___________________________________________________

How will the data be presented/what will be the final form for presenting the data?

1.   Report  If so, to whom? _________________________
2.   Presentation  If so, to whom? _________________________
3.   Poster  If so, where? _________________________
4.   Article  If so, what journal? _________________________

Does the Office of Research or Institutional Review Board have involvement in this project? (Select all that apply)

_____Yes, Office of Research       ____ Yes, IRB       ______ No

Signature of Person Requesting Data _______________________  Date

___________________________________________________________   _________________
Supervisor’s Signature         Date

___________________________________________________________   _________________
Associate Dean for Assessment and Educational Development Signature    Date

___________________________________________________________    _________________
Executive Officer (other than supervisor)       Date

NOTE: You are only approved for the data requested in this form. If you need more data or different data, you will need to submit an amendment or a new request to be approved.