

**Academic Institutional Data Request Form (Rev. 7/31/18)**

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.