

Research Request Form Guidelines

To ensure that you receive accurate and timely information appropriate to your needs, carefully review the following descriptions of the request process.

Requester Information

Supervisor Information:

Although supervisor approval is not automatically required, Institutional Research may seek approval from your supervisor or higher-level administrator depending on the nature of your request.

Description of Request

Describing your research data needs typically requires the greatest amount of thought and preparation. If your request is of greater complexity, it is advisable to discuss your project with a researcher prior to completing this form.

Date Needed:

Specify the delivery date by which the research report must be completed in order to meet any deadlines. Research reports may be “time sensitive” in order to meet reporting deadlines, grant submission dates, etc. However, completion of requests submitted with less than 2 weeks’ notice cannot be guaranteed.

Data Type:

For your project, indicate the data type(s) that most closely describe the output you are requesting.

Report Title:

We will be generating a report or survey in conjunction with your request and would like you to give us a short title. This will help us locate any reports or data associated with this request in the future.

Time Frame:

Identify the time period you want the report to cover. Do you want a snapshot of the latest semester/year or multiple semesters/years? Are you interested in trends, projections for the future, analysis of different scenarios? If so, specify the terms or years to include.

Describe your request:

Describe the overall purpose of your study. Why are you interested in the data? What questions are you trying to answer? Also, specify each type of data you are requesting (e.g., student grade distribution for a course, student ethnicity demographics, GPA for a specific cohort of students, etc.).

Purpose of Request

Indicate the purpose of your request, your plans for the data and with whom you intend to share the findings of the research.

Main Purpose:

Select the purpose that most closely matches the reason for your request.

Plans for the Data:

Indicate how the data will be used. Will it be used for accountability?

Evaluation? Planning? To whom will it be distributed? Privacy restrictions dictate how student data can be distributed and used-IR will contact you if privacy policies such as FERPA or Human Subjects research apply to your request.

ECC Strategic Initiatives:

Mark the strategic initiatives that apply to this request, if applicable.

Prioritization and Scheduling

Priority of service is assigned based on: 1) the purpose of the requested research, 2) its relative urgency, 3) the resources required for completing it, and 4) the order in which requests are received.

After initial evaluation of the request, we will notify you of your priority level based on these criteria and of the estimated date of completion.