

RESEARCH REQUEST POLICY

Office of Planning and Institutional Effectiveness

The research policy of the Office of Planning and Institutional Effectiveness (OPIE) cover requests for:

- Institutional Data
- Student/Faculty/Staff Survey Results

The OPIE policy is consistent with the policies of Marywood University and the Institutional Review Board (IRB). Release of any data may be subject to subsequent IRB approval of research.

The director of OPIE or the Assistant Provost determines the integrity of the request, benefit to the University and institutional goals, and the ability of the OPIE to respond. OPIE does not provide survey research or analyst services.

A formal request will include:

- This cover sheet, signed
- A brief proposal addressing the required items list on the Procedure for Data Request.

It is the policy of the Office of Planning and Institutional Research to protect the privacy of personally identifiable information in student education records. Data that could reveal subject identity by linking survey data with institutional data will not be provided, unless approved by the IRB. A request for data must provide written assurance that measures will be taken to protect the privacy of subjects and data handling will follow ethical research practice. Data is to be used strictly for the stated purpose and only by the requesting party. Data is to be destroyed within three years and the Office informed. The final report on research will be shared with Marywood University and attribution given for research support.

Project Title:

I agree to the above stipulations:

Principle Investigator

Proposal approved:

Director of OPIE or Assistant Provost