



OFFICE OF PLANNING AND INSTITUTIONAL RESEARCH

Procedure for Data Request

(Please allow 2 to 4 weeks)

- 1. Request in writing.** Formal review of a request for data begins once the request in writing is received and all items listed are addressed.
- 2. Purpose.** State the intended use of data. Attach any research proposal or description of procedure. Indicate whether the need for data emanates from a request from a government or accreditation body or other external source, a supervisor, or whether it is for purposes of administrative planning, program evaluation, or academic or dissertation research. (Authorized approval from an administrative or academic officer may be requested).
- 3. Research question(s).** Include and identify as such.
- 4. Consumers.** Give background on who is making the request and the intended audience.
- 5. Description of data.** Please be specific:

Institution or student data. List, for example,

- *level* (undergraduate, graduate, both, or alumni),
- *class* (freshman, etc.),
- *demographic* data, grades or achievement test
- *scores, academic program or college,*
- *term(s)* in academic year; fiscal year(s),
- *resident status, home state, region , country, alien status.*

(n.b.: case level identifiers are not provided, i.e., name, student ID. Admissions or financial aid data – please contact the appropriate office.)

Survey data. Name the survey and desired variables; list survey question items.

Timeline. Indicate when the data is needed.

Format. Specify excel, PASW, tables or text.

Protection of subjects. Explain measures planned to protect the identity of the subjects or institution.

Analysis. Describe analysis or statistical tests to be conducted, outcomes that might be expected, how the results will be disseminated (confidential report, print or electronic distribution, web posting, conference presentation, etc.).

Attribution. In reports, acknowledge the support of the Marywood University Office of Planning and Institutional Research.

Report. Identify the date of report or publication; state your agreement to *share the results/report* with OPIR or inform OPIR within one year of the status of the research.

Data management. Agree that approval is for one-time use and only for the stated purpose. Specify when within three years OPIR can expect written notice data has been destroyed.

Contact: Marywood University, Office of Planning and Institutional Research, IH 102, 2300 Adams Avenue, Scranton, PA 18509. 570.348.6203. instres@marywood.edu
<http://www.marywood.edu/instresearch/>