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**RESEARCH REQUEST POLICY**  
**Office of Planning and Institutional Research**

The research policy of the Office of Planning and Institutional Research (OPIR) covers requests for

- institutional data
- student survey results.

The OPIR policy is consistent with 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 OPIR determines the integrity of the request, benefit to the University and institutional goals, and the ability of Office to respond. OPIR does not provide survey research or analyst services.

A formal **request will include**

- this cover sheet, signed
- a brief proposal addressing the required items listed 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: \_\_\_\_\_ date: \_\_\_\_\_

Principal Investigator

Proposal (**attached**) approved: \_\_\_\_\_ date: \_\_\_\_\_

Director of Planning and Institutional Research