



DATA REQUEST FORM
Internal / External Request Form

Date: Project Request: Project Method: Request Needed By:

Name of Requestor: Department:

Email Address:

Has this request been discussed with your Dean/Dept. Head?

Has this request been discussed with an Associate Provost?

Contact Number:

YES

Date Discussed:

NO

YES

Date Discussed:

NO

Describe requested data in detail (e.g., survey description, semesters desired, undergraduate, graduate, etc.)

What is the institutional / instructional / educational purpose of this request and how will the information be used?

Will the information / research be published and if so, where?

How will the confidentiality and security of the information be assured?

Office Use:

Date Received:

Route To:

Date Completed:

Completed By:

Comments: