DATA REQUEST FORM
Internal / External Request Form

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

Name of Requestor: __________________________ Department: __________________________

Email Address: __________________________

Contact Number: __________________________

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

☐ YES   ☐ NO  Date Discussed: __________________________

Has this request been discussed with an Associate Provost?

☐ YES   ☐ NO  Date Discussed: __________________________

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:

Office Use: