

Office of Planning and Institutional Effectiveness

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 Effectiveness (OPIE).

**Report:** Identify the date of report or publication; state your agreement to share the results/report with OPIE or inform OPIE 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 OPIE can expect written notice data has been destroyed.

Marywood University, Office of Planning and Institutional Effectiveness

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<http://www.marywood.edu/instresearch/>