



Research Request Form

Office of Research, Planning, and Institutional Effectiveness

Date:

Name:

Organization:

Department:

Contact person (if different than requestors name):

Email:

Which of the following best describes the research you need?

- Demographic Data*
- Assistance with a grant proposal*
- Survey*
- Program Evaluation*
- Student Performance Data*
- Faculty and staff data*

Other

How often do you need this data?

- Only one time
- Monthly
- Fall Semester -- each year
- Spring Semester -- each year
- Summer -- each

From what terms or reporting years are you requesting data? (e.g. fall 2012, 2012 - 2013)

Please provide a brief description of the work you need in the text box below (2000 character max.):

Where will the research be disseminated?

- Within your office
- Campus Community
- Community Organizations
- Government Agency
- Board of Trustees

Other

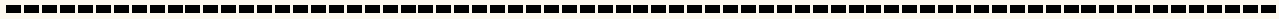
When do you need this report?

- Next week (high priority projects only)
- Two weeks
- Next month

other
(specify
date)

Allow at least 10 working days for all projects. You will be notified if your project requires more time to complete. State and federal reports, board reports, and grants will get the highest priority.

Other remarks:



THIS SECTION IS FOR OFFICE USE ONLY

Date Received:

Received By:

Estimated Completion Date:

Actual Completion Date: