



Note: Upon completion, please save your form and attach it to an email with the subject heading OIPRA Data Request: *Project Title*. Please email all requests to xyan@htu.edu. Thank you!

Contact Name: _____ Date: _____

Contact Phone: _____ Contact E-mail: _____

What is your request for? _____

Department/Division/Committee making request: _____

Data needed by? _____

Do you have comparison or supplemental data to attach? YES NO

What question(s) are you trying to answer? What are you trying to measure?

What type of data are you interested in? (student, faculty or staff information, strategic planning, etc.)

Will your project become a recurring one YES NO? If so how often? When will it be needed (annually, semesterly, or specific date)?

Who is your audience and what is the purpose of your request (i.e. administrators to convey impact of retention programs)?

How will this data be shared by you the requestor?

Do you need raw data? YES NO — If YES, in what type of file format?

- CSV
- Excel
- SPSS

Do you need data analyzed (i.e. narrative statement to explain data)? YES NO — If YES, please describe audience and purpose of analysis. Please be specific: _____

Do you need aggregated or calculated data in a specific format? YES NO? — If YES, what type of information do you need (*for example: percentage of African American male students among fall 2012 total student population; percentage of Fall 2011 First Time Freshmen students who returned in Fall 2012*). Please be specific:



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Do you need supporting graphs or charts? YES NO — If YES, what type? Please provide any additional information regarding supporting graphs/charts.

- Graphs
- Bar charts
- Pie charts

PROJECT DESCRIPTION: Is this project related to Institutional Effectiveness (IE) initiatives, such as organizational or student learning outcomes assessments, or strategic planning, etc.? YES NO

CHECK ALL THAT APPLY:

- ___ This project is necessary for departmental, divisional or institutional accreditation requirements.
- ___ This project is required for departmental, divisional or institutional outcomes assessment.
- ___ This project will directly assess student learning (e.g., surveys, tests).
- ___ This project will indirectly assess student learning (e.g., persistence, pass rates, graduation, transfer).
- ___ This project will provide data for a grant proposal or grant accountability report. (If so, please specify grant name: _____)
- ___ This project will provide data to validate a course prerequisite or assessment/placement instrument.
- ___ This project will provide data to assist enrollment management goals.
- ___ This project is needed for state, federal or Board of Trustee or President's Office requirements. (If possible, please provide content: _____)

ADDITIONAL COMMENTS YOU WOULD LIKE TO ADD IN SUPPORT OF YOUR REQUEST:

Please attach additional documentation that may assist us in preparing your request. Thank you!

For Institutional Planning, Research & Assessment Office Use Only

Date Received: _____ Priority assigned: YES NO

Staff Assigned: _____ Assigned IPRA Project #: _____

Estimated Research Hours: _____ Completion Date: _____

Processed notes and file names _____

Director approved staff assignment:
