



**Note:** Upon completion, please save your form and attach it to an email with the subject heading IPRA Data Request: *Project Title*. Please email all requests to [tjackson@htu.edu](mailto:tjackson@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:

\_\_\_\_\_