Edward Waters University OIPRE Data Request Form

Please complete this online form to request data from the Office of Institutional Research and Effectiveness. After submitting your request, you will be contacted within 2 business days to confirm receipt of your request and provide an approximate timeline for delivery of the data/information requested.

Our timeframe for responding to data requests can vary depending on the complexity of your request and our current workload. To ensure that we can meet your desired timeline, please submit your request at least two (2) weeks prior to when the information will be needed. Your preferred dates will be accommodated to the best of our ability.

Contact Information:

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Last, First</td>
</tr>
<tr>
<td>Email Address</td>
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<tr>
<td>Department/Office</td>
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<tr>
<td>EWC Status/Role</td>
<td>Faculty Staff Student Other (specify)</td>
</tr>
</tbody>
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Data Request

➢ What data do you need? Please provide a description of the parameters of the request (i.e. specific semesters, cohorts, majors, degree types, gender, etc.). Examples of data requests: Spring 2015 Student Enrollment sorted by Ethnicity; Faculty and Staff counts for year 2020 sorted by Department; Degrees awarded during 2015-2020 sorted by Gender; etc.

It may also be helpful to frame your request in the form of a question so that we can determine the most appropriate data to send you; what question are you trying to answer?

What is the purpose of your request: (check all that apply)

Accreditation/Compliance  Exploratory  Grant Development  Program Review  Outreach
Research  Departmental  Grant Reporting  Major Field  Budget
Reporting  Assessment  Planning  Other (specify)
What/Who will be the intended audience for this data? Indicate if the information will appear in an internal or external report or document and the target audience to receive the requested data.

When do you need this by? Please allow at least 2 weeks for the request to be processed. Your data may be ready sooner depending on the complexity of the request and other departmental priorities.

MM/DD/YYYY

How often will you need this data? (This will help us accommodate recurring tasks).

- Once
- Every semester
- Every year
- Other

Additional Information

Please provide any additional information or documentation that would help in the completion of this request (e.g., the report or table being populated.)

For Office Use Only

Name of Project/Report: ________________________________________________
Date Request Received: _______________________
Type of Request: Internal  State  Federal  Institutional Effectiveness  Other _________
Staff Members Assigned: ___________________________ Negotiated Deadline Date: ____________
Date Completed: ___________________________ Number of Staff Hours: ______________