



OFFICE OF INSTITUTIONAL RESEARCH WORK REQUEST FORM

ADMIN. 210

EXT. 6123

1 Requester Information and Approvals:

Name of requester: _____
Division: _____
e-mail: _____

Date submitted: _____
Department: _____
Phone: _____

Prior Approvals (See side 2 for explanation):

Title: _____ Signature: _____
Title: _____ Signature: _____
Title: _____ Signature: _____

Delivery Date Needed: _____

2 Please describe your request (See side 2 for explanation). Attach additional pages if needed.

3 What is the primary purpose of your request?

- State or federal reporting
- Curriculum/program/service Assessment
- Other (Please specify): _____
- Major planning/evaluation
- Grant Application
- Prerequisite/corequisite study
- Report to outside agency

Identify the Institutional Goal(s) that this request relates to (Refer to the ECC Educational Master Plan)
Goal # _____

4 If your request is similar to work that was done previously, indicate for whom and the approximate date the work was done.

For whom was the work done: _____ Approximate date: _____

5 For external reporting (e.g. state government/agency, federal government/agency, outside organization) complete the following:

- A. Attach a copy of any relevant specification, definitions, or forms.
- B. Enter Name of external agency/organization: _____
- C. Enter mailing address: _____
- D. Contact Person: _____ Phone: _____

How to Get the Most of Your Research Request

To ensure that you get accurate and timely information appropriate to your needs, carefully review the following descriptions from the office of Institutional Research (OIR).

1 REQUESTER INFORMATION AND APPROVALS

- **Prior Approval:** Before committing college resources (OIR staff time, materials, etc.) to your research request, certain approvals may be needed. If the subject of the request is confined to your own class, office, area, or department, please obtain the signature of your Dean, Director, Coordinator, or other appropriate manager. If it crosses into another area, please obtain the signature of that area's manager.
- **Delivery Date Needed:** Research reports may be "time sensitive" in order to meet reporting deadlines, grant submission dates, program review cycles, etc. Specify the delivery date the research report must be completed in order to meet any deadlines.

2 DESCRIBE YOUR REQUEST

Describing your research data needs typically requires the greatest amount of thought and preparation. It is always advisable to discuss your research request with one of the OIR staff prior to completing this form. Here are some key points to consider when preparing your request:

- **Time Frame:** Identify the time period you want the report to cover. Do you just want a snapshot of the latest semester/year, or multiple semesters/years?
- **Trends/Comparisons:** Are you interested in trends, projections for the future, analysis of different scenarios? If so, specify the terms or years to include.
- **Data Specificity:** Specify each type of data you are requesting (e.g. student grade distribution for a course, student ethnicity demographics, GPA for a specific cohort of students, etc.) Be sure the specific data you are requesting is appropriate for the type of study you are conducting.
- **Presentation:** Do you want lists, tables, graphs? Do you want simple counts or summaries in various categories (e.g., number and percent of students in each ethnic category)? If you want counts, do you want them duplicated or unduplicated across categories? For example, if you want the number of "minority students" in Biology classes, by course, with subtotals", should the subtotal count each student only once (unduplicated across courses), or once for each course in which he or she enrolled (duplicated across courses)?
- **Layout:** To help you decide what categories and summaries you need, do a mock-up or layout of the report you envision. Attach your layout to this form; it will help clarify your needs.

3 PURPOSE OF REQUEST Check the box that best identifies the purpose of your research request. Priority of service is assigned based on: 1) the purpose of the requested research, 2) its relative urgency, 3) the resources required for completing it, and 4) the order in which requests are received, in accord with the "Guidelines for Assigning Priorities to Research Requests". (Copies are available in the Planning, Research and Development Division Office, Admin. 117). After initial evaluation of the request, we will notify you of your priority level based on these guidelines, and of the estimated date of completion.

4 PREVIOUS JOB If this work request is a replication of a previous study, complete this section and attach a copy of the previous job. The OIR may be able to expedite the request by building upon and earlier effort or retrieving the study from our archives.

5 EXTERNAL REQUIREMENTS If the work request is for external reporting purposes, attach a copy of any reporting instructions or specifications.