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| **For IRO use only:**Tracking #: Click here to enter text.Approval Date: Click here to enter a date.Data Set: Click here to enter text.Completion Date: Click here to enter a date. |

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**IRO Internal Data Request Form**

We wish to request data from the Institutional Research Office that are stored within the IRO Data Management Core at Fleming College.

**We have reviewed the IRO Data Website for this data and it is unavailable on that site.**

Date of Request (DD/MM/YY): Click here to enter a date.

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| **Name of Requestor:** Click here to enter text. |
| School/Dept.: Click here to enter text. |
| Email: Click here to enter text. |
| Phone: Click here to enter text. |
| Name of SMT Leader approval**:** Click here to enter text. |
| **Request to be cc’d to SMT Leader (the IRO assumes approval from SMT Leader)** |

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| **Proposed Title:**Click here to enter text. |
| Data Required by (DD/MM/YY): Click here to enter a date. **Turn Around is 2 weeks in advance** |

**Normally 2 to 3 weeks is required, depending on IRO work volume.**

**Proposal Summary**  *Please provide a clear, substantial description of your research project for which this data will be used. It must include:*

1. *A statement of objectives, including a statement of the research question(s) and an indication of how the proposed research is related to Fleming’s Strategic, Academic Business and/or Plans (or SMA Goals)*
2. *A description of how privacy of data on individuals will be protected in the publication of the results (See Privacy Officer Sarah Beirness for further information and approval)*
3. *Disclosure of any connections to external stakeholders for this project or data;*
4. *Approval from School Dean or Department Head.*

Insert Proposal Summary below:

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| Click here to enter text. |

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| Names of Staff Using the Data |
| 1. Click here to enter text.
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| 1. Click here to enter text.
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| 1. Click here to enter text.
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| 1. Click here to enter text.
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1. Please specify data set you wish to study (e.g. Enrolment, KPI, Retention etc.):

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| Click here to enter text. |

1. Please specify variables or survey sections, that you wish to study.

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| Click here to enter text. |

1. Special Formatting Requests or Data Structure (if applicable):
(e.g. would like data set up as repeated measures or multiple rows per student)

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| Click here to enter text. |

1. Data will be provided by secure electronic transmission. Please select the data format:

[ ] SAS [ ] SPSS [ ] Excel

[ ] Other (Please specify: Click here to enter text.)

Please scan or return electronically to **Sherry.gosselin@flemingcollege.ca**