

**NORTHWESTERN UNIVERSITY**

**Office of Institutional Research**

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**STUDENT REQUEST FOR EXISTING SURVEY DATA**

If you would like to use existing Northwestern survey data, please complete this form to help us better facilitate your request. You may need to change certain aspects of your request or we may not be able to accommodate it. It may be helpful to arrange a meeting with our office first to discuss your study. Please also allow several weeks for us to review your request and provide the data.

Please note that survey data will be stripped of all identifying information and cannot be linked back to the respondents from whom it was originally collected (through a key or coding system). Additionally, the data you receive could be further aggregated to prevent identification through small cell sizes. Requests for a single year of data may be grouped into multiple years to further protect student confidentiality. In some cases where it is inappropriate to release raw data, a staff member from the Office of Institutional Research may need to assist with the analysis.

**REQUESTOR'S CONTACT INFORMATION**

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

INSTITUTION OR ORGANIZATION: \_\_\_\_\_

PROGRAM/DEGREE: \_\_\_\_\_

NAME AND DEPARTMENT OF FACULTY SPONSOR : \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**RESEARCH/CLASSROOM BASED PROJECT**

STATEMENT OF PURPOSE: \_\_\_\_\_

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**ABSTRACT SUMMARY:**

- Please attach an abstract summary of your research project with your request. This should include information about the significance of the project, research objectives and questions, study populations, and hypotheses of your research study in 500 words or less.

<b>SURVEY DATA REQUEST</b>
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**FOCUS POPULATION:** What is the target population you are studying (e.g., international students, freshman, first year History students, female engineering students, recent alumni, etc.)?

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**SURVEY TITLE:** What survey(s) are you interested in using for your research project?

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**SURVEY YEARS:** What administration years are you interested in using for your research project?

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**SURVEY ITEMS:** What survey questions are you interested in studying?

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**FACULTY/STAFF ASSISTANCE:** Have you contacted an NU faculty member (other than the sponsor) or staff person about this project? If so, please indicate the faculty or staff person and describe any support they have discussed providing to you or have already provided to you (provided survey instrument, past results, will help with analysis, etc.)

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**DATA ANALYSIS**

ANALYSIS PLAN: What type of analysis do you plan to use for your research project (descriptive statistics, cross tabulations, correlations, multiple regression, etc.)? What software will you use? Will you be using a statistical package? How will the results be used (presentation, class based research paper, honors project)?

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DATA CONFIDENTIALITY: Who will have access to the survey data results? How will access be controlled?

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RESEARCH ETHICS TRAINING: Have you taken the Collaborative Institutional Training Initiative (CITI) course on research ethics? If so, when did you complete it? \_\_\_\_\_

RESULTS PRESENTATION AND DISTRIBUTION: Who is the intended audience of your research? How will the results of your survey be shared? Will the results be presented as part of a conference or class presentation?

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DATA USE ACCESS: What will you do with the data after your project is complete?

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Will you send a copy of your final report to the Office of Institutional Research after your project is complete? \_\_\_\_\_

**INSTITUTIONAL REVIEW BOARD REVIEW**

Please indicate your intended plan for IRB approval of a secondary analysis of existing data. For more information, please visit the NU Social Behavioral Science (SBS) section of the IRB website:

<http://irb.northwestern.edu/sbs>

- My survey research has received approval from Northwestern IRB. *Please provide approval date and number:* \_\_\_\_\_
- I will be seeking IRB approval for my research study. *Please indicate whether you will be seeking exempt, expedited, or full board approval:* \_\_\_\_\_
- My research does not qualify as human subjects research. *Please attach the IRB form for determining whether a project involves human subjects research:*

<http://irb.northwestern.edu/templates-forms>

Please email completed form to Debbie Crimmins at [d-crimmins@northwestern.edu](mailto:d-crimmins@northwestern.edu) or send to the Office of Institutional Research.