

Unit Record Data Request Submission Form

The City University of New York's Office of Institutional Research and Assessment (OIRA) provides de-identified (not personally - identifiable, PII) data to internal and external researchers to further policy-relevant research in the field of education.

We strongly recommend against requesting PII, which is subject to FERPA privacy regulations. If PII is required for your project, a separate request must be made to our office to pursue a Memorandum of Understanding (MOU) that must be reviewed by CUNY's legal department. This process takes a minimum of *six months*.

OIRA's review committee typically meets monthly to evaluate alignment with our approval criteria and project calendar. Funding and resource availability is also assessed. Upon review, you will be notified via email of the status of your request. Note that the entire process from application through review and potential data sharing takes *six to eight weeks* on average. Please plan accordingly.

Primary Contact Information

Name: _____
Title: _____
Organization/Affiliation: _____
Address: _____
Phone number: _____
Email (institutional/professional email preferred): _____
Co-authors (if applicable): _____

Project Description

Title: _____
Research questions/goal: _____

Background: _____

Analytic plan/methodology: _____

Purpose: _____
Example: professional investigation, program evaluation, research article
Internal Review Board Approval: YES Date approved: _____ NO
Related work: Have you completed prior work in this area? YES NO
List prior works if applicable. _____

Funding

Has funding for this project been secured? YES NO Not Applicable
List funding agency and grant title if applicable. _____
Does your project budget include support for data collection from CUNY? YES NO Not Applicable
Amount: _____

Data Requested

Population of interest/cohort: _____

Requested variables: _____

Impact of Project

In what way will this project benefit CUNY, its students, and/or its faculty? _____

When your project is completed, do you agree to provide to OIRA a non-technical summary of your project and findings?

YES

NO