



## COS Research and Data Request Form

### **Section 1: Contact Information**

- Requestor Name \_\_\_\_\_  
Last First MI
- Date \_\_\_\_\_  
(MM / DD / YYYY)
- Phone \_\_\_\_\_
- Date Request is Needed (allow at least two weeks) \_\_\_\_\_  
(MM / DD / YYYY)
- Have you completed the COS Data Confidentiality Agreement? (Y / N)

### **Section 2: Purpose of Request**

1. Please tell us how the information you are requesting will be used:

Accreditation Report  
Annual Departmental Reporting  
Board of Trustees Meeting (date \_\_\_\_\_)  
Department Meeting (date \_\_\_\_\_)  
Government Survey/Reporting Requirements

Grant Report  
Program Review  
Survey Research  
Student Learning Outcomes Assessment  
General Information/Other (describe below)

2. Outline your research question or state your hypothesis and/or explain how you intend to use this data/information to improve learning/change current practices:

3. Does this request follow up on a previous data request? (Y / N)

If yes, please provide any information you have on the previous report (requestor, request date, data collected, etc.)

**Section 3: Specific Information Needs - For assistance with this section, please contact the appropriate data custodian:**

Data Custodian	Department	Extension	Type of Data/Information
Kristy Anderson	Planning, Assessment & Research	5521	Research Methods & Design
Li Collier	Student Learning	5336	Course & Program Data
Kent Gross	Administrative Services	5529	Fiscal and Payroll
Eric Houck	Information Technology	5565	State Reporting & Data Extraction
John Jaffry	Enrollment Services	5272	Student and Financial Aid
Nancy Miller	Human Resources	5245	Personnel

1. Describe your project request in detail including the scope, specific variables needed, time frames of data requested, etc. (If you have a sample of the format or an example report, please include it.)

2. Is this request a one-time need or something that you would like to have access to at regular intervals?

One-time

Ongoing

Not Sure

3. Output Format Desired (Select One):

Summary Report Only

Excel File with Unit Record Data

Access Database File with Unit Record Data

Other file type (specify) \_\_\_\_\_

Argos Report (recommended for ongoing data requests)

4. If you selected an Argos Report, do you currently have data permissions to the data requested?

(Y / N)

5. OPTIONAL - Please indicate any filters (terms, student demographics, course characteristics, etc.) that you would like to have placed on this data.

Data Element	Limiting Logic	Notes

6. OPTIONAL - If you are requesting unit-record level (disaggregate) data or an Argos Report, indicate

Database Field Name	Sort (Asc./Desc.) <sup>a</sup>	Group <sup>b</sup>	Exclude if Blank (y or n) <sup>c</sup>	Exclude for Security <sup>d</sup>

- Sort – Unless otherwise indicated, search elements will be sorted alphanumerically. Indicate a preference for sorting (i.e. sort by description, not by code).
- Group – Records can be grouped in nested groups. Indicate nesting order, 1 is the outermost group (i.e. group by state, then group by zip).
- You can elect to exclude the data record if this data field is blank.
- Security – Data output can be excluded from report depending on the user running the report. Indicate if there should be security limits on the data output.

#### **Section 4: Submitting the Request**

Submit this request to the IT Helpdesk by uploading this form as an attachment to the Tech Services Helpdesk Request Software.