



Office of Research & Planning

Research & Data Request Form

The Office of Research & Planning supports the practice of evidence-based inquiry and decision-making that contributes to an integrated and continuous improvement plan for student success. **Please submit requests for data at least 2 weeks in advance.** When necessary, the President's Office will determine the prioritization of requests.

If you would like to request a general consultation and support regarding new or existing program evaluation development and planning, you can contact the Office of Research & Planning directly to schedule an appointment.

Originating Department/Division/Program/Committee: _____

Requester Name: _____ Date: _____

Email: _____ Phone: _____

When is the data needed? _____

Will you need support to interpret the data? YES NO

Has your dean/direct supervisor reviewed and approved your request? YES NO

Name of dean/direct supervisor: _____

What question(s) do you want this research or data to answer?

How will this research or information be used to improve student learning and success or advance college/district goals? Please check all that apply.

- Measure objectives or outcomes specified in the college's Strategic Plan
- Complete required data for a grant accountability report
- Complete requirements for State, Federal, or Chancellor's Office
- Complete instructional/student service program review (PR) or annual program update (APU)
- Complete requirements for institutional accreditation
- Evaluate a program
- Assess student learning (i.e. persistence, pass rate, graduation, transfer)
- Inform decision making for a division/department/program
- Establish goals and/or benchmarks for a division/department/program/class
- Inform/develop interventions or strategies for a division/department/program/class
- Provide data for a grant proposal
- Develop questions to explore based on the results
- Other: _____

Please provide a brief description of the request. Be sure to specify 1) the group(s) of interest, 2) the period of time (e.g., Fall 2010 or Academic Year 08-09), and 3) the specific data elements (e.g., name, gender, etc.).

Please submit this completed form via email to Phoumy Sayavong, Ph.D. Office of Research & Planning, psayavong@peralta.edu, 981-5014, Room 457. Thank you!