

Requests for Research Data

UWL Office of Institutional Research, Assessment, and Planning (IRAP)

11 August 2016 | Updated 27 October 2017

If you are interested in conducting research and need student data in order to complete your research, the following must be observed.

First, you must receive [UWL IRB](#) approval or exemption in order to conduct the research. The IRB application and approval letter must be transmitted to the Office of Institutional Research, Assessment, and Planning prior to the office gathering the data.

IRAP will clean the data of any identifiers of the individuals, including name and ID numbers. Even with these precautions taken, the data in its raw format should be considered sensitive information.

As the researcher, you must agree to:

- Use the information only for the purposes of the assigned research project. Any new use of the information requires new approval from IRB.
- Ensure that no one outside the research team has access to the information. This includes discussing confidential information in a place where such discussion might be overheard. Neither should confidential information be discussed in a way that would allow an authorized person to associate (either correctly or incorrectly) an identity with such information.
- Report data and results in aggregate tables and charts. If aggregate data contains cells with headcounts of five or fewer, please contact IRAP for assistance in displaying this data.
- Delete the data at the conclusion of this project or one year from the date of data provision. Student researchers shall delete the data at the completion of the requirements for the course.

Adopted in part from Pennsylvania State University FERPA procedures.