Main

Office of Institutional Research (OIR) - Data Request Form

Please tell us about the data you are seeking and the purpose of the request. After submitting the form, an OIR staff member will follow up to discuss your request. Capacity to support your request will be determined following this discussion.

We recommend that data requests be submitted a <u>minimum of two weeks</u> in advance of your needs.

Please complete this form to the best of your ability. If you do not have sufficient information to complete all fields at this point, you may skip questions. We ask that you do not paste or upload any sensitive or private information to this form, including, but not limited to, person-level information about students, faculty, or staff and their demographics (this includes individual identification numbers and names). Any initial sensitive or private information that needs to be shared for a data request will be done through Box.

If you encounter any issues, or have questions, please contact us at instresearch@tufts.edu.

Please provide your contact information:

First and last name:	
Position at Tufts:	
Department, program, unit or office:	
Tufts email address:	

Please select the type of data you are requesting:

○ Used for internal purposes within Tufts

○ Used by an external agency

Please describe the data you are looking for, including which semesters or years of data you would need.

In this description, also explain the purpose of the request and how the data would be used.

If you have documents associated with your request, please upload them here.

Remember, do not upload any sensitive or private information, like person-level information, as described in the introduction, through this form.

Has OIR completed this request in the past?

○ Yes

○ No

○ Not sure

If this request has been completed before (either by OIR or another Tufts office), please share any additional information about the last time this request was completed.

This can include who completed the request, when the request was completed, and if anything has changed about the request since the last time it was completed.

[   ]

If this will be a recurring request, approximately how often do you expect to request this data?

○ Every semester

○ Every academic/fiscal year

○ Another frequency, please specify:

[   ]

○ Not sure

When do you need the request completed by? *If entering a specific date, please enter in the format: mm/dd/yyyy*

As described in the introduction, we ask that requests be submitted a <u>minimum of two weeks</u> in advance of your needs.

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When considering what to include in a request, it is important to consider the privacy of data subjects and what our obligations are under personal information laws, such as FERPA, state personal information regulations, the General Data Protection Regulation (GDPR) in the European Economic Area and the UK, and similar laws in other countries. When possible, we strongly recommend working with data that is not personally identifiable, i.e., aggregated data that does not include identifiers, or is already publicly available, such as in the Tufts Factbook or the Tufts Directory.

Do you need any of the following fields included in the data file or report? *Select all that apply.*

☐ Email addresses

☐ Street address

☐ State, region, or country of residence

☐ Birthdate or birth year

☐ Race/ethnicity

- ☐ Gender identity
- ☐ Country of citizenship/origin
- ☐ Grades or GPA
- ☐ School affiliation
- ☐ Other, please describe:

  [   ]

Closing

Please submit the form by clicking "Submit". After submitting the form, an OIR staff member will follow up to discuss your request.

If you have any questions, please contact us at instresearch@tufts.edu.