

Individual Data Request Form

Instructions: Use this form to request unredacted aggregate data or individual-level data for 1) an audit/evaluation of an education program with cross-sector data or 2) a study that meets the conditions of the Federal Educational Rights and Privacy Act (FERPA). Still have questions? [Email the ERDC](#) before you submit the form.

Requester Contact Information

Date Submitted:

Requester's Name:

Requester's Title:

Requester's Organization:

Department:

Email address:

Phone:

Principal Investigator's (PI) Name:

PI Title:

PI's Organization:

Department:

Email address:

Phone:

Project Information

1. Project Title:

2. What type of request are you submitting? Check the box below.

New data request

Request for additional data or a "refresh" of data under prior request with ERDC

Prior request number (R#):

Data-use agreement number (K#):

3. What type of project will be supported by this data request? Check the box below.

Mandated government or legislative report

Grant-funded research

Thesis or Dissertation project

Report by a state or local government agency

Other project type (*Explain below.*)

4. Does your project intend to produce **generalizable knowledge** (research), as defined by the [Washington State Institutional Review Board \(WSIRB\)](#)? Yes No

5. Have you received outside funding to conduct this study? Yes (*Explain below.*) No

6. Describe the education program(s) that are part of your analysis, including the program name and purpose.

7. Describe the purpose and scope of your project. Explain your project objectives and how you plan to evaluate the program(s).

8. List the key research questions that your project will address.

9. Describe the project's study population(s), including any comparison groups or cohorts, as well as time elements. (Examples: All special education students enrolled in WA public schools in grades 3 – 5 during the 2015-16 school year, or all dual credit participants who graduated from WA public high schools during the 2017 school year.)

10. Please describe your study design, methods, and planned analysis (1,500 characters max). If necessary, use the Individual Data Table linked in #11 or a separate document for equations or other important details.

Requested Data

11. What specific data elements are you requesting, and for what time periods or cohorts? Complete the [ERDC Individual Data Table](#) to help ERDC understand how you would like the data structured (e.g., specific demographics and date ranges, semesters, school years, graduating classes, etc.). **Note: Data requests for a substantial number of variables, cohorts, or records may require more scrutiny from ERDC and a lengthier IRB process.**

External Data

12. Will you provide ERDC with any other data to link or combine with the data you have requested in your **Individual Data Table**?

Yes (Explain below, including the number of records that ERDC would need to link.) No

Contact with ERDC's Partnering Data Contributors

13. Have you consulted with any of the [ERDC's partnering data contributors](#) about your study questions, rationale, or design? Yes (Explain below.) No

Timeline and Software Expectations

14. What's your ideal date to receive the requested data?

Note: ERDC follows a rigorous process for reviewing data requests, as outlined on our [website](#). The time it takes ERDC to review and fulfill a request depends on factors like the complexity of the data, external matching needs, legislative requirements, and the availability of internal data sources. **Please allow ERDC at least six (6) months to review and (if approved) fulfill your request.**

15. How many months do you expect your analysis to take?

16. What software programs/applications do you plan to use to analyze this data? Check all that apply. *If your request is approved, then this information will help the ERDC determine the best way to share data with you.*

- | | |
|---|--|
| <input type="checkbox"/> SAS | <input type="checkbox"/> Stata |
| <input type="checkbox"/> SAS Enterprise Guide | <input type="checkbox"/> Stat Transfer |
| <input type="checkbox"/> R / RStudio | <input type="checkbox"/> MS SQL Server |
| <input type="checkbox"/> Python | <input type="checkbox"/> Other (please specify): |

Requester's Certification and Signature (Check both boxes below)

- ERDC is required to review **any and all draft materials** (e.g., research reports, scholarly journal publications, presentations, and/or data dashboards) to ensure they comply with FERPA. ERDC must also send the draft materials to data contributors for their review and feedback. **I will submit all draft materials that use the data requested in this form to ERDC for review before any materials are shared with anyone not listed in the data-use agreement and before any materials are published. I will provide ERDC and data contributors with at least ten (10) business days to review the draft materials.**
- If any part of the draft material is not FERPA-compliant based on the reviews conducted by ERDC and ERDC data contributors, then I will edit the material accordingly to make it FERPA-compliant.**

Requester's Signature

Title

Date

Requester's Signature

Title

Date

E-mail the following documents to the [ERDC Inbox](#):

- Individual Data Request Form
 Individual Data Table

Thank you for your submission! ERDC will connect with you after reviewing your request.