

Research Request Intake

STUDENT AFFAIRS RESEARCH REQUEST

Those seeking to conduct research in partnership with UGA Student Affairs must complete the following intake form in its entirety.

Research requests may involve, but are not limited to, the following:

- Access to a population or sample of students
- Data for a population or sample of students
- Partnering with a Student Affairs department to design and implement a research study

UGA Student Affairs staff members seeking data or assistance with research as part of their position responsibilities should use the [UGA Student Affairs Data Block Access Request Form](#).

Research Request Parameters

Timeline: Research requests require up to 10 business days to process.

FERPA Restrictions: For requests that include access to student data, Student Affairs reserves the right to withhold data for students who have placed restrictions on their personal information.

Compliance: Researchers and any of their affiliates with potential access to data provided by Student Affairs must agree to comply with the [Student Affairs Data Block Policy](#). Additionally, UGA faculty, staff, or students who may have access to data must [submit current FERPA certification documentation](#) (click link to submit).

Research requests are reviewed in consideration of:

- Alignment between the values of Student Affairs and/or the mission of a Student Affairs department and the purpose of the research project
- Alignment between the specific data requested and the defined purpose for accessing the data, if applicable
- Supporting materials, if applicable
- Other research requests
- Scope of the request
- Student Affairs and institutional priorities
- Student Affairs and institutional initiatives

What type of assistance are you requesting?

- Sending a participant recruitment email to a listserv
- Posting physical recruitment materials in spaces
- Posting digital recruitment materials to a social media account or e-newsletter
- Contact information for a sample of students
- Data for a population of students
- Access to Student Affairs data
- Other _____

Tell us about your requested sample size and any other sampling needs. _____

Which Student Affairs department(s) would you like assistance or information from?

- Disability Resource Center
- Engagement, Leadership, and Service
- Greek Life
- International Student Life
- LGBT Resource Center
- Multicultural Services and Programs
- Office of the Dean of Students
- Office of the Vice President for Student Affairs
- Recreational Sports
- Student Affairs Development
- Student Care and Outreach
- Student Conduct
- Student Transitions
- Student Veterans Resource Center
- Tate Student Center
- University Health Center
- University Housing
- University Testing Services
- Unknown

Date research assistance or information is needed _____

(minimum of 10 business days are needed to process research requests)

Project Title _____

Project Abstract _____

How will this research benefit UGA students, either directly or indirectly. _____

How will this research benefit UGA Student Affairs and/or the selected department(s) you are seeking assistance or information from. _____

Indicate your affiliation

- UGA Faculty/Staff
- UGA Student
- Not affiliated with UGA

Contact Information

- Name _____
- College/School/Unit _____
- Title/Role _____
- UGA Email Address _____
- Phone _____

Contact Information

- Name _____
- Institution/Organization _____
- Title/Role _____
- Email Address _____
- Phone _____

Will anyone else have access the requested data? (co-researchers, assistants, etc)

- Yes
- No

Provide the name and email address of others who will have access to this data.

- Co-Researcher #1 _____
- Co-Researcher #2 _____
- Co-Researcher #3 _____
- Co-Researcher #4 _____
- Co-Researcher #5 _____

Are any of your co-researchers UGA students or employees?

- Yes
- No

Upload your data collection protocol and any associated sample instruments.

If you have more than one file to upload, either combine all files into one document or create a compressed ZIP file with all relevant documents before uploading.

Does your research require IRB approval?

- Yes; I am in the process of obtaining approval.
- Yes; I have IRB approval.
- My research does not require IRB approval.

IRB approval document(s) must be submitted to Annie Carlson Welch (acarlsonwelch@uga.edu) before final processing of the research request.

Upload your IRB approval document(s)

Upload your IRB letter of exemption or letter verifying the project is not human subjects research.

All UGA employees and students with access to this data must provide proof of UGA FERPA Certification.

1. Log into the Employee Certification section of the [FERPA website](#). Students with a valid MyID can also log-in via the Employee Certification portal.
2. Verify current certification is complete
3. Click on the "View Results" link
4. Take a screen shot or save the results page
5. Upload the screenshot using the [FERPA Certification Upload](#)

This must be completed for any UGA students or employees who will have access to this data.

Please indicate your compliance with the following statement.

I attest to the following, as applicable:

- I am current on FERPA compliance requirements
- I am responsible for other individuals (named in this form) who will have access to this data
- I will submit appropriate IRB documents
- I will adhere to the Student Affairs Data Block Policy
- I will not share confidential data
- I will not use data for any purpose other than those expressed in this form
- I will submit findings of the research upon completion of the study

