Demographic Block

STUDENT AFFAIRS RESEARCH REQUEST

Parties 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

1. Research requests require up to 10 business days to process.
2. 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.
3. 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, any individuals

who may have access to data that are UGA faculty, staff, or students must submit FERPA certification documentation.

4. 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

Indicate your affiliation with the University of Georgia.

UGA Faculty/Staff
UGA Student
Other

Provide your demographic information.

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

Provide your demographic information.

Name	
Institution/Organization	
Title/Role	
Email Address	
Phone	

Do you have any co-researchers and/or will anyone else have access to data shared with you by Student Affairs?

Yes

No

You indicated you have co-researchers or other individuals who will have access to data shared with you by Student Affairs. Are any of them UGA students and/or employees?

Yes

No

Provide the UGA email addresses of all co-researchers and/or other individuals who will have access to data shared with you by Student Affairs.

Separate each email address with a comma (e.g. abc@uga.edu, xyz@uga.edu).

[   ]

Research Request

Research Request

What type of research assistance or information are you requesting?

Sending a participant recruitment email to a list-serv managed by Student Affairs

Posting physical recruitment materials in spaces managed by Student Affairs

Posting digital recruitment materials to a social media account or e-newsletter managed by Student Affairs

Contact information for a sample of students

Data for a population of students

Access to Student Affairs data

[   ] Other

What is your requested sample size?

[   ]

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

Academic Partnerships and Initiatives

Center for Leadership and Service

Disability Resource Center

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 Communications and Marketing Initiatives

Student Affairs Development

Student Affairs Learning and Strategic Initiatives

Student Care and Outreach

Student Conduct

Student Veterans Resource Center

Tate Student Center

University Health Center

University Housing

University Testing Services

Unknown

Date research assistance or information is needed.
Student Affairs requires a minimum of 10 business days to process research requests

[   ]

Provide an abstract of your research project.

[ ]

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.

Provide a description of how this research will benefit UGA students, either directly or indirectly.

[ ]

Provide a description of how this research will benefit UGA Student Affairs and/or the selected department(s) you are seeking assistance or information from.

[ ]

Provide proof of UGA FERPA Certification.

After logging into the Employee Certification section of the [FERPA website](#) (students with a valid MyID can also log-in via the Employee Certification portal), and verifying that current certification is complete, click on the "View Results" link. Take a screen shot or save the results page and upload the screenshot using the browse box below.

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 before final processing of the research request.

Upload your IRB approval document(s) here.

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

Please indicate your compliance with the following statement.

"I attest that I am current on FERPA compliance requirements (if affiliated with UGA), will submit appropriate IRB documents, will adhere to the Student Affairs Data Block Policy (if applicable), will not share confidential data (if applicable), will not use data for any purpose other than those expressed in this form (if applicable), and will submit findings of the research upon completion of the study."

Yes

No

Submit Survey

Would you like to submit this research request form?

Yes

No