HUNTER
The City University of New York

OFFICE OF INSTITUTIONAL RESEARCH

Request for Data/Analysis

Instructions: Please complete all sections of this form and email your request to ir@hunter.cuny.edu.
Allow 2 weeks for processing.(MAC users please contact IR office for further instructions)

Name	_____	Date	_____
Department	_____	Phone	_____

Purpose of Request: Please state your research question or how you plan to use this data

Data Description: Please provide a detailed description of the type of data you are requesting. Include relevant selection/suppression criteria (e.g. all undergraduates, degree-seeking undergraduates,all faculty, faculty not on leave) and **time frames** (e.g. Fall'05, AY2006 - 2007).If you are requesting data in order to complete questions for a grant or survey, please attach a copy of the form along with instructions and data definitions.

Note: IR does not provide data on individual-levels or files. For this type of request you will need to contact the appropriate office (e.g.Registrar, ICIT, Human Resources)