

**NAPA VALLEY COLLEGE  
RESEARCH/ANALYSIS REQUEST FORM**

Please complete this form, outlining your proposed research project. If you have any questions or require assistance, please contact the Office of Research, Planning & Institutional Effectiveness (x.7191).

**Date of Request:** \_\_\_\_\_

**Date Analysis Needed\*** \_\_\_\_\_

*\*Note: Please make requests at least two weeks in advance.*

**Contact Information**

Name: \_\_\_\_\_

Department/Service/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Extension: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**1. Description of project**

**2. Identify the question(s) you hope to answer based on this research/analysis.**

**3. How does this project help achieve institutional or program-level goals? *Where possible, include reference to specific plans.***

4. How will this information be used? How will it affect current practice?

5. When are the results of the analysis needed? *Please explain your response.*

6. Identify the individual(s)/group(s) that should receive a copy of the research findings. Describe the preferred format for presenting the results. (e.g., in person, presentation, executive summary, information sheet).

*To ensure that managers and Cabinet members are aware of requests emerging from their respective areas, please forward your completed request form to your supervisor for approval.*

## Signatures

### Supervisor

After reviewing the request and completing the section below, the supervisor should submit the research request form to the President/Vice President that oversees the Area.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

### President/Vice President

After reviewing the request and completing the section below, the President/Vice President should submit the research request to the Office of Research, Planning & Institutional Effectiveness (RPIE).

President's/Vice President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

*Please submit your completed Data Request Form via email to Bethany Cravea ([bcravea@napavalley.edu](mailto:bcravea@napavalley.edu)) in the Office of Research, Planning & Institutional Effectiveness (RPIE).*