



SAMPLE ONLY

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LONG BEACH CITY COLLEGE
Research Work Request Form

Please allow a minimum of ten (10) working days

I. REQUESTOR INFORMATION:

1. Name: Henry Paulson
2. Phone: 562-555-5555
3. Supervisor: Richard Cheney
4. Date of Request: 9-29-2008
5. Department: Treasury
6. E-mail: hpaulson@lbcc.edu
7. Delivery Date Needed: 10-12-2008

II. TYPE OF RESEARCH NEEDED:

[X] Data Analyses
[] Focus Group/Interview Support
[] Survey Support
Other []

III. PROJECT/RESEARCH REQUEST INFORMATION:

1. Title of Project/Research Request: Financial Aid

2. What data/research questions do you want answered?
What is the percentage of LBCC students currently receiving aid?
What does the five year trend look like?
What are the demographic breakdowns?

3. From which semester(s) would you like your data for?

[X] Fall Year(s) 2004, 2005, 2006, 2007, 2008
[X] Spring Year(s) 2005, 2006, 2007, 2008
[] Summer Year(s)

4. Demographics needed in your request (check all that apply):

[X] Gender [X] Age [] Student Addresses [] Enrollment Status [] Educational Goal
[X] Ethnicity [] Student Names [] Education Status [] Units Earned Other []

5. What is the primary purpose of your request?

[] State/federal mandate [] Assessing student learning outcomes [X] Program/department planning
[] Program review [] Report to outside/external agency (see section VI on page 2)
[] Grant application/report [X] Individual faculty/staff project Other []

IV. INFORMATION FORMAT:

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In what format would you like the data/information?

- Report, including narrative interpretations and graphics. *This option requires extra time for consultation and editing*
- Table of results
- Graphics of results
- Excel file and you will do your own statistical analyses

Other

V. PURPOSE OF RESEARCH/INFORMATION:

1. How will the data/information you requested impact current practices at LBCC?

Will help department make decisions on the number of financial aid information sessions for next semester.

2. Please specify how the project supports applicable college goals or plans (Educational Master Plan, President's 12-Month Agenda, department plans, etc).

Supports the college's goal to establish a culture of diversity and inclusion

VI. FOR EXTERNAL REPORTING (E.G. STATE/FEDERAL GOVERNMENT/AGENCY, OUTSIDE ORG) ONLY:

1. Attach a copy of any relevant specifications, definitions, or forms

2. Name of external agency/organization:

For Institutional Effectiveness Only

Date received:

Staff assigned:

Date entered into project management:

Estimated time spent on project:

Notes: