

Instructions for Completion of Request for Research Form

Requests for research including those to District Institutional Research and Planning are processed through SDCCE's Office of Planning, Research, and Institutional Effectiveness. In order to begin the process, you will need to complete the **Request for Research** Form below. Be as specific as possible when answering each of the questions.

If you have any questions or require additional information, please contact **Research and Planning Analyst Jesus Rivas**. Completed forms and supporting documents (survey instrument, timeline, etc.) should be returned to Jesus Rivas at jrivas@sdccd.edu

Request for Research Form

Name(s) _____

Date _____

1. **Who is the submitting constituency?** (e.g. Academic Senate, Classified Senate)

2. **Who will be researched and during which term(s) or year(s)?** (e.g. Intermediate/ Advanced Level ESL students at Mid-City Campus, Fall 2017/Spring 2018)

3. **What is the research question or problem?** (E.g. How do students in Managed Enrollment classes differ in rates of learner persistence compared to students in Open Entry Enrollment classes over time?)

4. **How does the research address the SDCE cornerstones?** (A: Support Strengths, B. Improve Technology, C. Build Collaborations, D. Raise Expectations)

5. **How (and by whom) will the research results be used?** (e.g. to make decisions about CE program planning, to provide evidence for Accreditation Report)

6. **What type of data collection will be used?** (e.g. in-class student survey, point of service student survey, online survey of faculty, interview, use of existing data)

7. **What support and resources will you need?** (e.g. assistance with survey design, management of online survey, processing of paper surveys, analysis of data, report of findings)

8. **What is your proposed timeline for the research project?** (Provide estimated time frame for project from beginning to completion: e.g. develop research questions, develop survey instrument, pilot survey, analyze survey reliability, administer surveys, do data entry, perform data analysis and write report)

Signature of Requestor(s)

Date

Signature of Program Chair

Date

Signature of Program Dean

Date

Signature of VPI/VPSS/VPA

Date

