Guidelines for Submitting Data Requests for Grant Applications and Renewals

Grant applications often require descriptive statistics about the institution, while program evaluation reports often require additional data supporting the effects of some pedagogical or service intervention. Institutional Effectiveness (IE) is happy to provide both types of data support to the campus community. However, we ask that you follow these guidelines to improve the quality and expediency of such requests.

For all data support requests

A) Get in touch with Institutional Effectiveness (IE) as soon as you know about the grant or report.

If you think you’ll apply for a grant or know about an upcoming program renewal report, let us know now. Involving IE sooner will help us prepare for and resolve issues ahead of time.

B) Submit a data request at least 4 weeks ahead of the day you need the data.

The IE office requires at least 4 weeks of lead time to help you get the most appropriate data. Turnaround for simple data request are often shorter, but we will not know if it is simple until we get the request.

For data comparisons requests

C) Start collecting comprehensive data early and in an organized way.

Obtaining data for pedagogical or program interventions requires a way to identify the participants who received the program intervention, the timing and conditions of the intervention. IE offers a consultation helping you plan data collection process. Setting up a spreadsheet or other method to log data is much easier to do early on.

D) Identify your research question and factors.

It is important to identify the program questions you want to answer in specific and measurable ways so that the results will indicate if a particular intervention shows a difference.

Contact information

IE Self-Service Data Dashboards: https://www.calstatela.edu/InstitutionalEffectiveness
Data Request Form: http://www.calstatela.edu/InstitutionalEffectiveness/service-request-form
Office Phone: 323-343-2730
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