**Gillings Data Request Form**

Requester Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Number:\_\_\_\_\_\_\_\_\_\_

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

The use of institutional data is a very sensitive topic. SABI is endowed to maintain the integrity, consistency, and clarity of the institutional research data across all units and departments of our College. SABI will advise, orient, and recommend on best practices on how to use and report Institutional Data. If needed, fill out the Gillings Tableau Viewer License Request Form to access the existent institutional Tableau dashboards posted in the [Leadership Reports Website](https://sph.unc.edu/resource-pages/strategic-analysis-and-business-intelligence-reports/).

Please complete this request form. Depending on the complexity of your request, we will contact you for clarification or complete the request in timely manner.

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| --- | --- |
| **Data request details** | **Value** |
| **Data Request Description**  (Please be as specific and clear as possible, count type, level of aggregation, breakdowns, population description, etc.) |  |
| **Business Reason** (Purpose) |  |
| **Time Period**  (Specific semesters or years) |  |
| **Frequency**  (One time, every quarter, year, etc) |  |
| **Use**  (Specify how this data will be utilized) |  |
| **Audience**  Internal (Staff, faculty, current enrolled students)  External (Prospective students, alumni, donors or members of the public) |  |
| **Deadline** |  |
| **Other**  If needed, add questions specific questions you want to answer with this information or other background information about this request |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will ensure that institutional data is used only to support the decision-making and/or for operational management purposes of the \_\_\_\_\_\_\_\_\_\_ department/unit. It is not intended to be use for official reporting to either internal or external audiences, other than in consultation with SABI which is responsible for reporting official SPH statistics. The Institutional data may not be used for any purpose that would require IRB approval and/or student/employee approval for use, research, or publication. Any use or disclosure of the data beyond the originally approved purpose, must be submitted for approval to the Data Chief Officer (Director of Strategic Analysis and Business Intelligence).

Requester Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Chief Officer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Chief Officer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_