

Office of Institutional Research, Habib University

Research Request Form

A research request can be made to the Office of Institutional Research by completing the Research Request Form. The requester should submit this form at least two weeks prior to the scheduled activity. The time needed to complete your request will be determined by the nature of research requested, department workload and schedule of activities. Once a request is received, the Office of Institutional Research will schedule a short follow up meeting to discuss relevant research details and methodology.

Requested by (Name)	
E-mail	
Designation & Department	
Expected Date of Requester's Activity	
Request. No (Office Use)	

1. Project/ Research Question (What do you want to learn/discover?)

2. Purpose of Research/Project (Why do you want the requested information?)

- Course Evaluation Policy Analysis Gap Analysis
 Event/Session Feedback Facility Usage Other (specify): _____

3. How do you expect to use this information?

4. Background Information (Please provide any additional information that the researchers may not have and may facilitate them to understand the issue/topic and design the research study)

Date: _____

Requester's Signature: _____

Attach any relevant information or document if required.