



Request Number: \_\_\_\_\_  
*To be completed by DESE only*

## Unit Level Request Application

The Department of Elementary and Secondary Education (DESE) has a process whereby external researchers may request unit level data from DESE to conduct research and program evaluation studies aligned with DESE's goals. Everyone requesting access to these data must complete this Research Request Application, and submit it to DESE's Data Request Team for processing. If the research project is approved and the data requested are available, a Memorandum of Agreement will be developed and must be signed before any data are disclosed. Please fully complete each section of the application. If any fields are left blank, the application will not be considered.

### I. Contact Information

Researcher Name: \_\_\_\_\_

Organization (If applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date Sent to Agency: \_\_\_\_\_

### II. Background Information About Researcher

List your previous published work (or the previous published work of your faculty advisor), and provide links to those works below.

Are you or any institutions with which you are affiliated (including third-party funders of the proposed research project) in an advocacy role with respect to the topic of the study or do you have a stake in the study's outcome?

Yes    No

If yes, please describe your affiliation or stake:

### **III. Background Information About the Study**

Title of Research Study: \_\_\_\_\_

Describe the objectives of the study and any hypotheses to be tested:

Project Start Date: \_\_\_\_\_      Project End Date: \_\_\_\_\_

Is this a one-time or recurring project?

One-time project    Recurring project (term: \_\_\_\_\_)

*Note: Following this initial data request for a recurring project, similar data may be requested through an addendum to the Data Disclosure Agreement approved by DESE.*

Is the project externally funded?       Yes    No

If yes, indicate the source and amount of funding:

#### **IV. Purpose of the Study**

Why is the study being conducted?

What potential benefits will this have for DESE, local schools, educators, policymakers, and/or researchers?

What are the anticipated benefits of the proposed study to participants?

#### **V. Research Questions and Design**

List your research questions below.

Describe the design of the proposed study and the methodology that will be used to address each of the aforementioned research questions. Use enough detail to ensure that DESE can assess the extent to which your proposed research project will meet the objectives you have provided in part II of this application. Describe the population to be studied, data collection, analysis, and interpretation procedures to be used. Use as much space as necessary. You may include attachments if relevant.

## **VI. Data Requested**

To the best of your ability, please list the data elements you are requesting in order to complete the proposed research project. For each data element, please also list the unit(s) of analysis for your research (e.g., student, school, district), the school year(s) for which you are requesting information, and a brief justification for why the element is needed.

*See Appendix A Tab 1*

## **VII. Reporting**

List all reports and products that will result from this study.

*See Appendix A Tab 2*

Do you agree to provide both a technical and non-technical version of the report for DESE staff?

Yes    No

Please attach this completed application, along with any additional supporting information including Appendix A, as a compressed (zipped) folder to your Data Request Form found at <https://apps.dese.mo.gov/datarequestform/requestform.aspx>.

If you have any questions, contact the Office of Data System Management at [dsm@dese.mo.gov](mailto:dsm@dese.mo.gov) or 573-522-3207.