I need UCCS data!

Is the data requested for research?*

No → Investigator submits appropriate data request form**, includes IRB Approval letter

Yes → PI files IRB application for Human Subjects Research

PI files revised IRB application for Human Subjects Research with signed data feasibility letter

IRB Reviews

Is this Human Subjects Research?*

No → Can request be accommodated?

Yes → IR or Registrar provides data feasibility letter to PI for submission to IRB

Can request be accommodated?

Yes → Data is provided

No → Request evaluated based on internal policies, feasibility, etc; Office will contact PI for additional clarification as needed; may require additional FERPA consents or other documentation.

Can request be accommodated?

No → Data will NOT be released

If the data won’t be released, check the Registrar & IR websites for publicly available data, or contact the IRB for alternatives.

*How do I know if it’s research? Check out UCCS IRB website at https://osp.uccs.edu/research-compliance/research-involving-human-subject-irb

**How do I know which office to request data from?

Do I need current Academic Year data (specific demographic information, grades, GPA, major, etc.)? Then I should ask the Registrar’s Office!

Do I need aggregated data pulled from multiple systems or other non-public university data? Then I should ask IR!

I’m still not sure? Check the IR, Registrar, and IRB websites or send emails to ask for clarification.

STUDENT DATA REQUEST PROCESS

PI contacts appropriate office for feasibility letter

Office evaluates based on internal policies, feasibility, etc; Office will contact PI for additional clarification as needed; may require additional FERPA consents or other documentation.

Data will be released?

Yes

No

Can request be accommodated?

Yes → IR or Registrar provides data feasibility letter to PI for submission to IRB

Can request be accommodated?

No → Data will NOT be released

If the data won’t be released, check the Registrar & IR websites for publicly available data, or contact the IRB for alternatives.