WKU

POLICY & PROCEDURE DOCUMENT

NUMBER: 5.5084

UNIT: Information Technology Services

TITLE: Research Data Request Policy

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AUTHORIZED: AVP for Information Technology Services

I. Purpose and Scope

This policy will discuss how WKU ITS will handle and process data requests from faculty, staff, or students that are for purposes of "research." Faculty, staff, or students engaged in research projects periodically request data from WKU ITS. The primary focus of WKU ITS regarding data requests is to service the Administrative and Academic *operational* and *business analytical* needs of the University. Research data requests are outside of this primary focus and will be handled as follows.

II. Policy

Research related data request must be submitted via a Request for Programming Services in the Service Catalog (https://www.wku.edu/its/contact/). Faculty and staff may submit requests directly via this system. Students, whether undergraduate, graduate, or doctoral must have such requests submitted by a faculty or staff sponsor who will be responsible for verifying the validity of the request and will be accountable for the proper use and handling of the data provided.

WKU ITS will first examine the request to determine programming complexity and staff hours to process. Requests which are deemed complex and will require a significant amount of staff hours to process, thereby impacting WKU ITS's service levels in other, primary focus areas, may not be approved by ITS. If the request requires IRB (Institutional Review Board) approval, the requesting user must submit proof of IRB approval to WKU ITS before further processing will occur. Information on the IRB approval process can be found at https://www.wku.edu/compliance/irb_procedure.php. Upon confirmation of IRB approval, WKU ITS will then submit the request to the Administrative or Academic office considered the "owner" or steward of the type of data requested. Example: Requests for student related data would go to the Registrar's office for approval. That office will determine the appropriateness of the request with regard confidentiality, privacy, and usage of the data requested and either approve or disapprove the request.

Approved research related data requests will then be processed in the normal priority order assigned other data requests.

III. Procedure

IV. Related Policies

V. Reason for Revision

07-01-2016 - Revised to make minor changes to grammar, spelling, and diction as part of an annual review process.

07-13-2023 – Revised to update website link.