COACHE Study Request Form

Primary Contacts
- Office of the Provost:
  - Lisa Mauer, Associate Vice Provost for Faculty Affairs, 765-496-3509, mauerl@purdue.edu
- Institutional Data Analytics and Assessment (IDA+A):
  - Craig Zywicki, Assessment & Data Analyst, 765-496-0418, czywicki@purdue.edu

Overview
Purdue's COACHE data may be used for additional analyses/reporting or research studies (with IRB approval). If you request use of COACHE data, the following conditions must be met:
- You may request analysis or reporting of COACHE data if you are:
  - A Dean or Department Chair.
  - A faculty member at Purdue West Lafayette, with permission of your Dean and/or Department Head.
- Any use of Purdue's COACHE data is done within a partnership including the Provost's Office and the IDA+A.
- Only IDA+A Analysts have permission to access and use Purdue's raw COACHE dataset. By contractual and legal obligation, including COACHE IRB approval through Harvard University, the raw COACHE dataset will not be shared with anyone else. Any analyses done using this dataset must be completed by an IDA+A staff member.
- All results (in any formats prepared) must be shared with the Provost's Office.
- No analyses or reporting will be completed for any subgroup of 10 or less. Any reporting must be aggregate and non-identifiable. Any attempt to re-identify specific individuals using COACHE data is unethical.
- You are responsible for the following tasks:
  - Identifying data use objectives and/or research questions.
  - Creating the study design.
  - Completing any relevant literature review.
  - Getting approval from Purdue's IRB for all intended uses of the data, whether a formal determination of "Not Human Subjects Research" or an approved human subjects research project.
  - Writing and sharing the results.

  An IDA+A Analyst may help you revise the research question and modify the study design, but you must establish the foundational study questions and design.
- All reporting must credit the specific people involved.
- You must abide by the Purdue policy on "Intellectual Property," as posted online at:
  http://www.purdue.edu/policies/academic-research-affairs/ia1.html

For more information about COACHE, please see:
https://coache.gse.harvard.edu/ and https://www.purdue.edu/provost/faculty/facultyInitiatives/coache.html

Request Process
Steps to use COACHE data include:
1. Faculty member completes the form and obtains required permission from department head and/or dean as well as Purdue IRB.
2. Faculty member submits the COACHE request form to Lisa Mauer.
3. The Provost's Office reviews requests, and determines which requests will be approved, based on the following criteria:
   a. Practical value of the request to Purdue.
   b. Scholarly value of the request.
   c. Intended dissemination of the data.
   d. Time available for IDA+A staff to complete the desired analyses.
4. The Provost's Office contacts the requestor with one of the following responses:
   a. Approval, and the name of the IDA+A Analyst member to contact. If approved, additional details (such as time frame, division of responsibilities, etc) may need to be negotiated with the IDA+A Analyst.
   b. Request for more information and/or clarification.
   c. Denial, and reason(s) why.

REQUEST FORM CONTENT

1. **What is the title for this study?** *(Please use something unique, to differentiate it from other studies.)*

2. **Identify all people involved in the study:**

Name	Campus Title	Role(s)	E-mail
Lisa Mauer	Associate Vice Provost for Faculty Affairs	Co-PI	mauerl@purdue.edu
	IDA+A Analyst	Analysis	
		PI	

   (Add more rows as needed.)

3. **What are your data use objectives or research questions?**

a.
b.

   (Add more rows as needed.)

4. **For each data use objective or research question, what defines the cases to be used?** *(For example, if College=Science, Year=2018, and Rank=Professor. We cannot answer any research questions outside of definitions/values of variables appearing in the COACHE codebook.)*

a.
b.

   (Add more rows as needed, to match each research question.)

5. **For each data use objective or research question, what statistical models/methods do you anticipate best answer the question?**

a.
b.

   (Add more rows as needed, to match each research question.)

6. **Identify your prospective internal uses (ex: institutional, college, or departmental use) for results:**

7. **Identify your prospective external uses (ex: journal article, conference paper, etc) for results:**

8. **Provide documentation of your IRB formal determination of "Not Human Subjects Research" or approval for human subjects research for this purpose.**

9. **Describe your ideal time frame to complete this study.** If your request has phases with multiple ideal deadlines, please specify all key dates. We recommend identifying inflexible deadlines (ex: college meetings, conference proposal deadline, etc).

10. **If not a Department Head or Dean, please share this completed proposal with your Department Head or Dean.** Then, obtain and attach a letter of support from your Dean or Department Head. (A Dean or Head may also indicate their support via e-mail to mauerl@purdue.edu.)