

# Institutional Research & Planning – Service Request Form

| **Contact Information** | |
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| Name: | Full Name |
| Title: | Job Title |
| Department: | Department |
| Email: | Email Address |
| Phone: | Phone Number |
| Request Date: | Date of Request |
| Desired Completion Date: | Date of Completion |

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| **Please complete one of the following sections** | |
| * Data Requests: | Please describe in detail the data that you need. Please include the term (s) & year(s), credential type (certificate, diploma, & degree), student type (full-time, part-time), etc. |
|  | Please indicate the purpose/ use for the data. |
| * Consultation/ Assistance with a Particular Research Stage: | Please provide details of your research including background, research objectives and nature of the work being requested. (Please attach any relevant documents for review e.g. proposals, questionnaires, data.) |
| * Research Project for IRP to (Co) Lead: | Please provide brief details of the research project & IRP will contact you for further discussion. |

This form can be submitted to iresearch@georgebrown.ca. If you have any questions, please email iresearch@georgebrown.ca or contact Suzanne Dwyer, Sr. Manager of Institutional Research & Planning at sdwyer@georgebrown.ca, 416-415-5000 ext. 6949.